

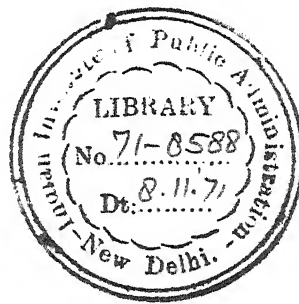


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THE ORGANISATION OF THE GOVERNMENT OF INDIA

SECOND REVISED EDITION

THE INDIAN INSTITUTE OF PUBLIC ADMINISTRATION



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FOREWORD

THERE has been a phenomenal growth in the machinery of the Government of India during the last two decades. Its magnitude can be judged from the fact that the number of employees under the Government of India as well as the number of Ministries and Departments has almost doubled during this period. In addition, a large number of statutory corporations, government companies and other semi-government institutions have come into being.

Apart from the expansion of the Governmental machinery, periodical transfers of subjects from one Ministry or Department to another and the occasional amalgamation or division of such Ministries and Departments have also taken place, particularly since Independence. These changes have affected the Ministries dealing with social and economic administration much more than the others. In consequence, a book like this stands in danger of becoming out of date even before it reaches the reader. Frequent revisions of such publications therefore become necessary. We regret that on account of various difficulties the work of bringing out a revised edition of this book could not be completed earlier. We have, however, taken this opportunity to attempt to make the book more valuable by the addition of fresh material. Two chapters have been added in the beginning, one on "Administrative Changes From 1773 Till Today" and the other on "Administrative System In Outline". These chapters describe respectively the evolution of the machinery of the Government of India during the last two hundred years and a broad as well as concise account of the responsibilities of the administrative structure at various levels. The chapters on individual Ministries have been thoroughly revised and the business allocated to each Ministry has been fully listed. The chapters on individual Ministries include a description of the public undertakings under their administrative control. We have also added a new chapter on "Personnel Administration" which gives an account of important developments in the

public services and their structure, recruitment, training and working conditions. The chapter on "Financial Administration" has been revised so as to incorporate fresh information on important aspects of financial management in the Government of India. A new chapter on "The Administrative Reforms Commission and Its Recommendations" and an Epilogue, giving a resume of recent developments, have been added.

The book has been edited by Dr. J. N. Khosla, my predecessor in office. Shri Subramanian, Honorary Secretary of the Maharashtra Regional Branch of the Indian Institute of Public Administration, assisted by Shri D. K. Kulkarni, Honorary Research Officer of that Branch, was good enough to look over and rewrite the material of the first four chapters with a view to bringing it uptodate and also to write the chapter on "The Administrative Reforms Commission and Its Recommendations" and the Epilogue. I am grateful to these gentlemen for their labour and patience.

I am grateful to professor V. K. N. Menon, former Director and Dr. S. R. Maheshwari, Reader, Indian Institute of Public Administration for making useful suggestions for enriching the contents of the volume. I am also thankful to Sarvashri Ved Prakash and N. K. N. Iyenger, Lecturers of the Indian Institute of Public Administration, and their assistants, Shri M. K. Narain and Miss Rita Hore for their help in drafting the chapters of this publication.

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Director

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CONSTITUTIONAL DEVELOPMENT

Introductory

THOUGH India may have diversities, religious, linguistic, economic and social, there is behind all these a fundamental unity. In ancient times the whole country was known as Bharatvarsha or the land of Bharata. The edicts of Ashoka found in various parts of India bear testimony to the fact that the whole country was treated as one and there was consciousness amongst the masses about this oneness, though the country repeatedly fell a prey to foreign invasion and was split up now and then. Similarly, the idea of political unity was not unknown in the sub-continent. Though there were many States in the country, there existed the idea of a paramount sovereignty which was attained by the Maurya dynasty in the third century B.C., by the Guptas in the fourth century A.D., by the Moghuls in the sixteenth century, and by the British in the nineteenth century.

The Constitution of Free India is the culmination from the Constitution established by the Government of India Act of 1935 which was the last enactment amongst a series of important Acts passed by the British Parliament for governing the British possessions in India. These important measures involving adaptation of western principles and institutions, which constituted milestones in the highway of India's constitutional development, deserve brief mention here.

The First Governments of the East India Company's Settlements

In the earlier days of the East India Company, the affairs of the three principal settlements in Bengal, Madras and Bombay were, in each case, administered by a President (or Governor) and a Council, composed of senior servants of the Company, who were responsible to a Court of Directors but had wide powers of government over their 'Presidencies', as they were then called, under successive charters received from the British Sovereigns.

Assumption of Control by British Parliament and the Constitution of a Central Authority

When the financial affairs of the Company were grossly mismanaged and it was on the verge of bankruptcy, the British Parliament was led to intervene and it ultimately passed the Regulating Act of 1773 for the better management of the affairs of the Company. This was the first Act of Parliament which prescribed a definite system of government for the affairs of India. It raised the status of the Governor of Bengal to that of a Governor-General, expanded his Council to comprise of four members, and provided for the establishment of a Supreme Court of Judicature at Calcutta, independent of the Governor-General and his Council, consisting of a Chief Justice and four other Judges. The Governor-General and Council of the Presidency of Bengal were given certain powers of control over the Presidencies of Madras and Bombay, but the then prevailing difficulty of communication made the control of the Bengal Government more theoretical than real. The administration was to be carried on in accordance with the majority vote of the Council and the Governor-General was given only a casting vote in case of a tie; therefore, on occasions he was overruled by the Council and was made to do things which he did not approve of at all. The Council also sometimes found itself powerless before the Supreme Court as the latter could veto the Council's legislation. But most of the undesirable features of the Act were remedied by an amending Act of 1781.

A Board of Control in England & Extension of Governor-General's Powers

With the passing of Pitt's India Act of 1784, a Board of Control was established in England to enable the British Parliament to effectively control the Indian administration. The real powers of the Board were in the hands of its President, a member of the British Cabinet. At the same time, the Act extended the control of the Governor-General of Bengal over the two other Presidencies and reduced his Council to comprise of three members. Two years later, an Act of 1786 also empowered the

Governor-General to override his Council. A new Charter Act of 1813 withdrew the Company's monopoly of trade except with regard to tea and the China trade, and clearly asserted the sovereignty of the British Crown over the Company's territories in India.

Genesis of the Central Legislature

The Charter Act of 1833 converted the Company into a purely political and administrative body, winding up altogether its commercial activities. It created a post of Governor-General of India and vested the direction of the entire civil and military administration and the sole power of legislation in the Governor-General-in-Council and thus completely centralised the administration of the Company in India. Prior to the passing of the Act of 1833, the Governor-in-Council of each Presidency had powers to legislate within the province and this position led to a lot of confusion in the laws of the country. This power of legislation was now withdrawn from the Presidencies. As political exigencies led to a great extension of the Presidency of Bengal to the North-West, the Act provided for the creation of a Presidency of Agra, which was constituted in a modified form as the 'North-Western Provinces', under a Lieutenant Governor, in the year 1836. A fourth member, for Law, was also added to the Governor-General's Council. He was not to be from the Company's service but was given the power to vote only when the Council was engaged in work relating to legislation. With the passing of the Charter Act of 1853, the fourth member's position was changed to that of a full member of the Council. The Act of 1853 also made provision for adding two Judges from the Calcutta Supreme Court, and one representative each from the four Provinces, to the existing Council to make a Central Legislative Council of twelve members consisting of these six 'Legislative' members plus the Governor-General, the Commander-in-Chief, and the four members of the Council, which hence forth became an Executive Council. The Act of 1853 also provided for competitive examinations, instead of nominations, for the higher civil service of the Company; this was the earliest beginning of the Indian Civil Service.

To relieve the Governor-General of direct responsibility for Bengal, a Lieutenant Governor was appointed in addition for that Presidency in 1854.

Transfer of Government to the British Crown and the Appointment of a Secretary of State for India

Following the events of 1857, an Act was passed in 1858 transferring the Government of India from the control of the Company to that of the Crown. Although the Act did not make any important change concerning the

administration in India, the Governor-General was designated as the Viceroy and Governor-General of India. The Court of Directors was abolished and the President of the Board of Control was replaced by a Secretary of State for India with an advisory Council; from this time they had full powers to "superintend, direct and control" the affairs of the Government of India on behalf of the Crown.

The term 'Viceroy' had reference to the Indian states which from the beginning had stood outside the Provincial system and had direct relations first with the Company and then the Crown. 562 states, small, medium and large, gradually came into existence.

Beginnings of Cabinet Government and the Portfolio System

The Act of 1861 introduced some changes in Indian administration. It provided for the addition of a fifth member in the Executive Council of the Governor-General and also empowered the Governor-General to legislate by ordinances, which had the same authority as Acts of the Legislative Council. He could also lay down rules for transacting business assigning responsibility for specific subjects to individual members of the Executive Council; this was the beginning of the 'Portfolio System'. Further, the Act authorised the Governor-General to associate a few nominated non-official Indians with the work of legislation and vested some legislative powers in the Governments of Bombay and Madras.

Expansion of the Legislatures

After the Act of 1861, the British Government did not consider it desirable to grant a further instalment of reforms for thirty-one years. The Governor-General was, however, directed to establish a Legislative Council for Bengal and empowered to establish similar Councils for the North-Western Provinces and the Punjab. Ultimately, the Act of 1892 was passed enlarging the size and functions of the legislatures. The number of additional members at the Centre was increased to sixteen, out of which four were to be elected by the non-official members of the Provincial legislatures. In the three Presidencies, the maximum number of additional members was increased to twenty and in the North-Western Provinces to fifteen. Some of the additional members of the Provincial legislatures were to be elected by District Boards, Chambers of Commerce and Universities. The members of the Legislatures were allowed to discuss the Budget and to put questions to the Executive Councillors.

The period between 1892 and 1909 witnessed a great upsurge of nationalist sentiment in the country. The non-official members in the Councils and the spokesmen of the Indian National Congress, established

earlier in 1885, were asserting that the time had come for further constitutional reforms. The partition of Bengal raised a storm of protest and evoked widespread agitation. It was in the context of this situation that the Indian Council's Act of 1909 was passed. It was the Secretary of State, Lord Morley, who piloted the Bill through the British Parliament and Lord Minto was the Viceroy at the time. The 'Morley-Minto reforms', embodied in this Act of 1909, increased the number of additional members in the Central Legislative Council to sixty and the functions of the Council were also enlarged. Similar enlargements were made in the Provincial Councils. For both the Central and Provincial legislatures general constituencies based on a property franchise, and communal constituencies, were introduced. The members of the Legislative Councils were empowered to move any resolution relating to the Budget, with the exception of budgetary allotment concerning subjects like Foreign Affairs, Ecclesiastical Affairs, Armed Forces, etc. But the reforms introduced in the Act of 1909 failed to satisfy the aspirations of the people of India as these did not represent a step forward towards self-government.

Introduction of Dyarchy in the Provinces

The next Act of the British Parliament, *viz.* the Government of India Act of 1919, formed a landmark in the history of Indian constitutional development as it was preceded by an important announcement made by the Secretary of State for India in the House of Commons on August 20, 1917, to the effect that the policy of the British Government was "that of the increasing association of Indians in every branch of the administration and the gradual development of self-governing institutions with a view to the progressive realisation of responsible government in India as an integral part of the British Empire..."

The Act of 1919, which was based on the Montagu-Chelmsford Report, introduced many significant changes in the administration of India. A post of High Commissioner for India in the U.K. was created by this Act, and the occupant of this post was given some powers previously discharged by the Secretary of State for India. This Act also provided for a bicameral legislature, *viz.* the Central Legislative Assembly and the Council of State at the Centre. Direct election was introduced for both the Houses of the Legislature. Several restrictions were imposed regarding the introduction of bills concerning specified subjects, such as Public Debt, Armed Forces, Foreign Affairs, etc., and the Governor-General was authorised to prevent the consideration of any bill or even any part of a bill at any stage. Further, this Act introduced two lists of subjects, *viz.* the Central List and the Provincial List for clearly demarcating the Provincial and Central spheres and introduced dyarchy in the Provinces and the subjects to be dealt with by the Provincial Governments were separated into two categories, *viz.*

(a) reserved subjects such as Irrigation, Police, European Education, Prisons, etc., which were administered by the Governor with the help of the Executive Council, and (b) the transferred subjects such as Local Self-Government, Agriculture, Forests, Excise, etc. which were administered by the Governor with the help of his Ministers. Each Province had a triennial single-chamber legislature.

Advent of Federation, Provincial Autonomy and Dyarchy at the Centre

By the Act of 1935, India was made a federation and provincial autonomy was granted. Although all the Provinces were to join the Indian Federation automatically, entry into it was made voluntary on the part of the Indian States whose number exceeded 600 in 1935. If a State wanted to join the Federation it had to execute an Instrument of Accession in favour of the Crown. This Act created eleven autonomous Governor's Provinces, viz. Madras, Bengal, Bombay, the United Provinces of Agra and Oudh, Bihar, the Central Provinces and Berar, Assam, the Punjab, the North-West Frontier Province, Sind and Orissa and allowed certain parts of India described as Chief Commissioner's Provinces, viz. Delhi, Ajmer-Merwara, Coorg, the Andaman and the Nicobar Islands and Panth-Piploda to remain under Central control. No Indian State, however, elected to accede to the Federation.

The Act also provided for the distribution of legislative powers between the Centre and the Provinces as per three lists, i.e. the Federal List, Provincial List, and the Concurrent List and introduced bicameral legislatures in Madras, Bombay, Bengal, the United Provinces, Bihar and Assam, the other Provinces having a single Chamber each.

In addition, Dyarchy was introduced at the Centre under which certain subjects falling in the Federal List, viz., Defence, External Affairs, Ecclesiastical Affairs and the Administration of Tribal Areas were kept with the Governor-General, who administered them with the assistance of three Executive Councillors appointed by him personally. In respect of other federal subjects, the Governor-General dealt with them with the assistance of a Council of Ministers.

The introduction of this Act curtailed several important powers of the Indian Legislature and there were certain subjects on which neither the Federal nor the Provincial Legislatures could pass laws. With regard to non-votable items, which constituted about 80 per cent of the Federal Budget, the Legislature had no control.

Indian Independence

The next and the most important Act was the Indian Independence Act

of 1947, which provided for the creation as from August 15, 1947 of the two Dominions of India and Pakistan by partitioning India. In addition, it gave legislative supremacy to each Dominion with powers to adopt its own Constitution, abolished the office of the secretary of State for India and the supremacy of the Crown over Indian Affairs including the Indian States.

Until the inauguration of the Republic, India remained a Dominion and was to be governed by the 1935 Act, with modifications. The Crown was to appoint the Governor-General. The powers of the Federal Legislature were to be exercised by the Indian Constituent Assembly which had been elected by elected members of the Provincial Legislatures and had been sitting since November, 1946. The life of the Central Legislative Assembly and the Council of States which had been elected in the years 1934 and 1937 respectively had been repeatedly extended owing to the situation created by the War. The main task of the Constituent Assembly was to create the new Constitution and it had also general power of legislation on Central subjects and power to amend any Act of the United Kingdom Parliament concerning India, including the Indian Independence Act. The Governor-General was also given full powers to give assent to the amendment of the 1935 Act so as to give effect to the Indian Independence Act.

After the passing of the Indian Independence Act of 1947, all the 552 Princely States contiguous to the territory of India including Jammu and Kashmir joined the Indian Dominion gradually by signing the Instrument of Accession. Later on, the States were integrated territorially — some by being grouped together and some by merger with the adjacent provinces.

The Constitution of India, 1950

The Constituent Assembly of India, as envisaged in the British Cabinet Mission Plan of May 16, 1946, held its inaugural meeting on December 9, 1946. On January 22, 1947, a Resolution of Objectives was adopted by the Assembly the opening part of which declared "its firm and solemn resolve to proclaim India as an independent, sovereign republic and to draw up, for her future Government, a Constitution". It commenced its work by appointing a number of committees to report on the various aspects of the proposed Constitution. Meanwhile, the Indian Independence Act and the transfer of power on August 15, 1947 made the assembly a sovereign body. The Assembly took 3 years to complete its work and the new Constitution was adopted and signed by its President Dr. Rajendra Prasad on November 26, 1949. It came into force on January 26, 1950.

SALIENT FEATURES OF THE CONSTITUTION OF INDIA

Form and Core of the Constitution

THE CONSTITUTION OF INDIA is federal in structure. It provides for the establishment of a federation consisting of a Central Government and a number of State Governments. Though the term 'Federation' has not been used in the text of the Constitution, the Drafting Committee, while submitting the draft constitution to the President of the Constituent Assembly, referred to this point and observed that "nothing much turns on this name but the Committee has preferred to follow the language of the preamble to the British North America Act, 1867, and considered that there are advantages in describing India as a Union although its Constitution may be federal in structure." The Constitution provides for a parliamentary system of government both at the Centre and in the States, based on universal adult suffrage. It creates a strong Centre and vests the constituent powers and the residual powers of legislation in the Central legislature called Parliament. The legislative power is divided between the Union or Central Government and the States or Local Governments in accordance with three Lists, *viz.*, (i) Union List containing 97 entries, (ii) State List containing 66 entries, and (iii) Concurrent List containing 47 entries. The Parliament and the State Legislatures are both sovereign in their respective spheres. The duty of ensuring that the Government of a State is carried on according to the Constitution is entrusted to the Union; the executive

powers of the Union include power to give directions to the States to ensure compliance with Acts of Parliament. In times of emergency, the Union Executive can assume extraordinary powers and suspend the autonomy of a State.

The Constitution is the supreme law of the land. The courts of law have been empowered by the Constitution to declare Acts of Parliament or State Legislatures to be void if they are repugnant to the Constitution.

The Constitution of India is the biggest and most voluminous constitution in the world. It contains 395 Articles and 9 Schedules.

Preamble

The very first words of the Preamble to the Constitution of India make it clear that the political power in the Sovereign Democratic Republic of India is derived from the people. The aim of the Constitution is proclaimed to be to secure for all its citizens "justice—social, economic and political; Liberty of thought, expression, belief and worship, Equality of status and of opportunity; and to promote among them all Fraternity assuring the dignity of the individual and the unity of the Nation."

Citizenship

The Constitution provides that at its commencement every person who, or either of whose parents, was born in the territory of India, or who has been resident in India for not less than 5 years immediately preceding, shall be a citizen of India, provided he has his domicile in the territory of India. Certain persons who had migrated to India from Pakistan can also enjoy the rights of citizenship subject to the fulfilment of certain conditions. However, no person who has migrated from the territory of India to the territory of Pakistan after 1-3-1947 shall be deemed to be a citizen of India, unless he has again returned to the territory of India under a permit for resettlement or permanent return. Finally, the Constitution provides that Parliament shall have absolute power to provide for the acquisition and termination of citizenship and all other matters relating to citizenship.

Fundamental Rights

The list of Fundamental Rights embodied in the Constitution is an impressive one. It guarantees all citizens freedom of speech and expression, freedom to assemble peaceably and without arms, freedom of association, freedom of movement and residence, freedom to acquire, hold and dispose of property, freedom to practise any profession or carry on any occupation, trade or business, and freedom of conscience and religion, subject to reasonable restrictions that may be imposed by the State in the interests

of public order, morality, etc. It guarantees equality before law and equality of opportunity for all citizens in matters relating to public employment. It prohibits discrimination between citizens on grounds of race, religion, caste, sex, place of birth; trafficking in human beings and forced labour; employment of children below the age of 14 years in factories, mines and any other hazardous employment. It guarantees to the minorities the right of conserving their language, script and culture. It also lays down that no person shall be deprived of property except by authority of law. Finally, it guarantees the right to move the Supreme Court in case of violation of these Fundamental Rights.

Directive Principles of State Policy

The Constitution next enumerates certain "Directive Principles of State Policy", which are affirmative instructions to the State to secure for all citizens social, economic and political justice, as set forth in the Preamble to the Constitution. Though these Directive Principles are not justiciable, the Courts cannot altogether avoid taking cognizance of them. They are fundamental in the governance of the country, and it is the responsibility of the State to apply these principles in making laws. To mention only the more important of these principles, it is thus laid down that the State shall strive to ensure that wealth and its sources of production are evenly distributed so as to subserve the common good and are not concentrated in the hands of a few persons; that adequate means of livelihood are ensured for all and no exploitation of labour takes place, nor is labour forced to operate in inhuman conditions; that the use of intoxicating drinks and drugs is prohibited; that cottage industries in rural areas are promoted; that national monuments are protected; that the educational and economic interests of Scheduled Castes, Scheduled Tribes and other weaker sections are promoted; that the standard of living is raised and all possible steps are taken to improve public health; that the sick, the disabled and the aged are afforded public assistance; that free and compulsory primary education is provided for all; that agriculture and animal husbandry are improved; that village self-government receives encouragement; and that there is an uniform civil code. In the international field, the State is enjoined to promote peace, encourage settlement of international disputes by arbitration and foster respect for international law and treaty obligations.

The Union and the States

At the commencement of the present Constitution, the Indian Union consisted of 28 states, divided into four categories, Part A States (9), Part B States (8), Part C States (10), and one Part D State, the Andaman and

Nicobar Islands. Part A States were former Provinces and Part B States, the former Princely areas; Parts C & D units were small areas which for different reasons were continued as distinct administrative entities. A major reorganisation of the States, intended to complete, more or less, the basis of linguistic units, was effected by the States Reorganisation Act of 1956. On the same basis, Andhra Pradesh had been separated earlier from Madras, and after 1956, Bombay has been split up into Maharashtra and Gujarat, Nagaland separated from Assam and the Punjab divided into the present Punjab and Haryana States. The States Reorganisation Act also abolished the distinction between Part A & Part B States; and the former Part C and D States, along with the areas which were formerly foreign possessions, and Chandigarh, made into a Centrally administered area at the division of Punjab, are now called 'Union Territories'.

Thus the Indian Union, at present, consists of eighteen States, *viz.* Andhra Pradesh, Assam, Bihar, Gujarat, Haryana, Himachal Pradesh, Jammu & Kashmir, Kerala, Madhya Pradesh, Maharashtra, Mysore, Nagaland, Orissa, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh and West Bengal, and the Union Territories of Delhi, Manipur, Tripura, the Andaman and Nicobar Islands, the Laccadive, Minicoy and Amindivi Islands, Pondicherry, Goa, Daman and Diu, Dadra and Nagar Haveli, and Chandigarh.

Zones and Zonal Councils

As part of the Scheme of reorganisation of the States in 1956, the States and the Union Territories (other than the islands) were grouped into five Zones. These Zones are as follows:

- (a) The Central Zone, comprising the States of Uttar Pradesh and Madhya Pradesh;
- (b) The Northern Zone, comprising the States of Haryana, Punjab, Rajasthan, Jammu and Kashmir, Himachal Pradesh and the Union Territory of Delhi;
- (c) The Eastern Zone, comprising the States of Bihar, Nagaland, West Bengal, Orissa and Assam, and the Union Territories of Manipur and Tripura;
- (d) The Western Zone, comprising the States of Maharashtra and Gujarat; and
- (e) The Southern Zone, comprising the States of Andhra Pradesh, Tamil Nadu, Kerala and Mysore.

A Zonal Council has been established for each of the above Zones as from the 1st of November 1956, with a view to providing a forum for close cooperation amongst the States and the Union Territories included in each Zone in respect of matters of common interest to them.

The Union Home Minister has been nominated by the President as

the common chairman of all the Zonal Councils. Apart from him, the Council in each case consists of the Chief Ministers of the States included in the Zone along with two other Ministers from each State; the Chief Ministers are to function as vice-chairman of the Council by rotation, each holding office for a period of one year at a time. The Union Territories are represented in the Councils by not more than two members from a Territory in each case, one of these being the administrator of the Territory himself, namely, the Lt. Governor or the Chief Commissioner, as the case may be. In the case of the North East Frontier Agency, the Adviser to the Governor of Assam for the Agency is its representative on the Council for the Eastern Zone. The composition of the Zonal Councils also provides for the inclusion of certain official advisers in each Council, namely, a nominee of the Planning Commission, and the Chief Secretaries and the Development Commissioners of the States included in the Zone. These advisers have a right to participate in the discussions of the Council but have no right to vote.

The Zonal Councils are intended to be advisory bodies and, as such, may discuss any matter of common interest to some or all of the parties represented on them, namely, the Union, the States or the Union Territories. They may advise the Central Government and the Government of each State concerned as to the action to be taken on any such matter. It has been provided that the Zonal Councils may, in particular, discuss and make recommendations with regard to any matter of common interest in the field of economic and social planning or questions like border disputes, linguistic minorities, inter-State transport, or matters arising out of the reorganisation of States.

There is also a provision for holding joint meetings of two or more Zonal Councils.

Distribution of Legislative Powers between the Union and States

The distribution of legislative powers between the Centre and the States has been provided for in the Constitution according to three lists of subjects. In regard to the first list, the Union List, it is the Parliament, and with regard to the second list, the State List, it is Legislatures of the States, which have exclusive power to make laws; and both have concurrent powers of legislation with regard to the third list, the Concurrent List.

(i) *Union List*: The Union List consists of 97 entries and includes such subjects as defence, foreign affairs, citizenship, extradition, railways and national highways, air navigation, airways, posts and telegraphs, currency and coinage, banking and insurance, foreign exchange, trade and commerce with foreign countries, elections to Parliament and State Legislatures, customs duties and taxes on income, and atomic energy.

(ii) *State List*: The State List consists of 66 entries and includes such

subjects as public order, police, prisons and reformatories, local government, public health and sanitation, education, lands, agriculture, forests and fisheries, professions, trades, entertainments, and betting and gambling.

(iii) *Concurrent List*: The Concurrent List consists of 47 entries and includes such subjects as criminal law and procedure, marriage and divorce, contracts, adulteration of food stuffs, trade unions, welfare of labour, social security and social insurance, price control, factories, electricity, newspapers, and books and printing presses.

Special Status of Jammu & Kashmir

The Constitution of India has accorded a special position to the State of Jammu & Kashmir. The Constitution lays down that the legislative authority of the Parliament in regard to this State shall be confined to (a) those matters in the Union and Concurrent lists which conform to the terms of the Instrument of Accession; and (b) such other subjects as the President may specify, with the concurrence of the State Government. But in respect of many matters like judiciary, the election machinery, audit and accounts, the All India Services and Central Taxes, Jammu and Kashmir has been increasingly placed on equal footing with the other States of the Indian Union.

Curtailment of State Legislative Powers in Emergencies

There is a provision in the Constitution for curtailment of State legislative powers in emergencies. If the President is satisfied of the existence of a grave emergency whereby the security of India or any part of the territory thereof is threatened, whether by war or external aggression or internal disturbance, he may on the advice of his Ministers issue a proclamation of emergency, which shall cease to operate at the expiration of two months, unless ratified by Parliament, and while it is in operation, Parliament may legislate on any State subject. The Constitution also provides emergency powers to the Union to deal with a break-down of the Constitution in a State. If the President is satisfied on a report from the Head of a State or otherwise that Government cannot be carried on in the State in accordance with the Constitution; or a State disobeys the executive direction from the Union, the President may issue a proclamation transferring the legislative powers of the State to Parliament.

Distribution of Financial Powers between the Union and the States

The sources of revenue have been distributed between the Union and the States. But whereas the States are to retain the entire proceeds from the heads allotted to them, the proceeds of some of the heads of revenue

which fall within the Union legislative jurisdiction are to be, or may be, assigned wholly or partly to the States. The main sources of Union revenue are the following: income-tax; wealth tax; estate duty; surtax on profits of companies; customs duties; excise duties on tobacco and all other goods produced in India, except the alcoholic liquors for human consumption, opium, Indian hemp and other narcotic drugs and narcotics; income from the railways and posts and telegraphs.

The main sources of State revenue are: land revenue; taxes on agricultural income; duties in respect of agricultural land; taxes on lands and buildings; taxes on mineral rights; duties on alcoholic liquor for human consumption, opium, Indian hemp and other narcotic drugs and narcotics; taxes on the entry of goods into a local area; taxes on the consumption and sale of electricity; taxes on the sale or purchase of goods other than news papers; taxes on advertisements other than advertisements published in newspapers; taxes on goods and passengers carried by road or on inland waterways; taxes on vehicles; taxes on professions, trades, calling and employments; taxes on luxuries, entertainments, amusements, betting and gambling; stamp duties; shares of income-tax; and allocations, either in whole or in part, from the proceeds of certain other taxes to be levied by the Centre.

Article 275 of the Constitution empowers Parliament to pass legislation for giving grants-in-aid from the revenue of the Centre to the States which, in the opinion of Parliament, are in need of such assistance. The Constitution has laid down a broad scheme for distribution of resources between the Centre and the States, and it has left the task of detailed allocation to a Finance Commission to be set up by the President at the end of every fifth year or earlier. The first Commission was set up by the President in 1951, the second in 1956, the third in 1960, the fourth in 1964, and the fifth Finance Commission was set up in 1968.

The duty of the Commission is to make recommendations to the President on the following points:

- (i) The distribution between the Centre and the States of the proceeds of such taxes as are to be or may be divided between them.
- (ii) The principle which should govern the grants-in-aid from the Centre to the States; and
- (iii) Any other matters that may be referred to the Commission by Parliament.

Distribution of Administrative Powers between the Union and the States

The Union has executive authority over all the matters specified in the Union List and the States have, likewise, executive authority over all the

matters specified in the State List, except insofar as it is affected by clauses in the Union legislation implementing a treaty or agreement with a foreign power. The States' executive authority also extends to matters in the Concurrent List, except insofar as it is expressly limited by the powers granted to the Union by an Act of Parliament. The executive power of the Union includes power to give directions to the States, to ensure compliance with Acts of Parliament and other laws in force in the States and to ensure that the executive power of the Union in respect of matters on which it is exclusively empowered to legislate is not prejudiced.

THE PRESIDENT

The President of India is the Head of the Indian Union and all executive powers are vested in him and exercised in his name. India having adopted the parliamentary, in preference to the presidential system of government, the President of the Indian Union exercises his executive powers in accordance with the advice of his Ministers.

Method of Election

The President is elected by an electoral college consisting of the elected members of both the Houses of Parliament and the elected Members of the Legislative Assemblies of the States. Every elected member of the Legislative Assembly (Vidhan Sabha) of a State has as many votes as there are multiples of one thousand in the quotient obtained by dividing the population of the State by the total number of elected members of the Assembly and if, after taking the said multiples of one thousand, the remainder is not less than five hundred, the votes of each member referred to above are further increased by one. Each elected member of either House of Parliament has such number of votes as may be obtained by dividing the total number of votes assigned to the members of the Legislative Assemblies of the States by the total number of elected members of both the Houses of Parliament; fractions exceeding one-half are counted as one and other fractions are discarded.

The election is by secret ballot in accordance with the system of proportional representation with a single transferable vote. No person is eligible for election as President unless he is a citizen of India; has completed the age of 35 years; and is qualified for election as a member of the Lok Sabha. He must not, when the election is held, hold any office of profit under the Government of India or the Government of any State or under any local or other authority subject to the control of any of the said Governments, other than that of the President or the Vice-President or a Minister of the Union Government or the Head or a Minister of a State. If he is a member of either House of Parliament or of a legislature of any State, he

vacates his seat on his assuming office as President. The President is entitled without payment of rent to the use of his official residences and is also entitled to such emoluments, allowances and privileges as may be determined by Parliament by law. The emoluments and allowances of the President cannot be reduced during his term of office.

The President holds office for 5 years and is eligible for re-election. He may resign his office by writing under his hand addressed to the Vice-President. He is liable to be impeached for violations of the Constitution. A resolution to impeach the President may be moved in either House of Parliament, after having given the Presiding Officer of the House at least 14 days notice in writing, signed by not less than one-fourth of the total number of Members of the House preferring the charge. The resolution must be passed by a majority of two-thirds of the total membership of the House. If this is done, the charge is investigated either by the other House or by a Court or Tribunal to which the other House refers it. At the time of investigation, the President shall have the right to appear and to be represented. If the House which investigates the charge, or causes it to be investigated, passes a resolution by a majority of not less than two-thirds of its total membership declaring that the charge preferred against the President has been sustained, the President will have to vacate his office.

Powers

Subject to the understanding that the advice given by the Council of Ministers to the President is generally binding, the President of India enjoys a plenitude of powers which may be divided into: (i) Executive, (ii) Legislative, (iii) Judicial, (iv) Financial, and (v) Emergency.

(i) *Executive Powers*: The President is the Executive Head of the Union. The Supreme Command of the Defence Forces of the Union is vested in him and the exercise thereof is regulated by law. He is given power to make rules for the more convenient transaction of government business and for allocation of duties among Ministers. He appoints the Prime Minister, and the other Ministers are appointed by him on the advice of the Prime Minister. He also appoints the Governors, the Chief Commissioners, the Chief Justice and other Judges of the Supreme Court and the High Courts; the Diplomatic Representatives; the Attorney-General; the Chairman and Members of the Union Public Service Commission; the Comptroller and Auditor-General; the Chief Election Commissioner; etc. The President has power to nominate twelve Members to the Rajya Sabha to represent literature, science, art and social service. In case he feels that the Anglo-Indian Community is not adequately represented in the Lok Sabha, he can nominate not more than two members of that community to that House. He has power to nominate

Members for Parliament to represent the Andaman and Nicobar Islands, and the Tribal Areas of Assam.

(ii) *Legislative Powers*: In the sphere of legislation, the President has the power to summon and prorogue Parliament and to dissolve the Lok Sabha. He has the right to address Parliament at any time. It is his constitutional duty to do so at the commencement of the first session after each general election to the Lok Sabha, and at the commencement of the first session every year to inform Parliament of the causes of the summons. He may send messages to either House of Parliament at any time in regard to Bills under their consideration. When a Bill has been passed by the Houses of Parliament, it has to be presented to the President, and the President declares either that he assents to the Bill, or that he withholds his assent therefrom provided that the President may, as soon as possible after the presentation to him of a Bill for assent, return the Bill, if it is not a Money Bill, to the Houses with a message requesting that they will reconsider the Bill or any specified provisions thereof and, in particular, will consider the desirability of introducing any such amendments as the President may recommend in his message. When a Bill is so returned, the Houses must reconsider it accordingly and if the Bill is passed again by the Houses, with or without amendment, and is again presented to the President for assent, the President shall not withhold his assent therefrom. His assent is needed for all State Bills reserved for his consideration. The President must see that certain statements and reports are periodically placed before Parliament. These include: annual reports of the Comptroller and Auditor-General of India, the Union Public Service Commission, the Special Officer for Scheduled Castes and Scheduled Tribes, etc. He has the power to sanction the introduction of certain legislative measures: e.g., Bills for the alteration of State boundaries; Money Bills; Bills involving expenditure; Bills affecting taxation in which the States are interested; State Bills imposing restrictions on freedom of trade. Further, the President has the power to legislate by Ordinances during recesses of Parliament.

(iii) *Judicial Powers*: The President has the power to grant pardons, reprieves, respites or remissions of punishment or to suspend, remit or commute the sentence of any person convicted of any offence, (a) in all cases where the punishment or sentence is by a Court Martial; (b) in all cases where the punishment or sentence is for an offence against any law relating to a matter to which the executive power of the Union extends; and (c) in all cases where the sentence, passed by a court of law, is a sentence of death.

(iv) *Financial Powers*: No Money Bill can be introduced in the Lok Sabha without the previous permission of the President. He orders the Budget to be laid before Parliament every year. No demands for grants can be made, except on his recommendations. He can make advances from

the Contingency Fund of India to meet unforeseen expenses, pending approval of Parliament.

(v) *Emergency Powers*: In case of grave emergency; (a) in which the security of India or any part of the territory of India is threatened whether by war or by external aggression or by internal disturbance, or (b) in which the failure of constitutional machinery in a State is reported, or (c) in which the financial stability or credit of India is threatened, the President has the power to issue a Proclamation, and to take such steps as he may think necessary, to deal with the emergency, subject to the provisions of the Constitution.

President's Secretariat

In the discharge of functions devolving on him under the Constitution, the President is assisted by the President's Secretariat. The President's Secretariat consists of two offices, *viz.*, the Office of the Secretary to the President and Office of the Military Secretary to the President, under the administrative control of the Secretary to the President and the Military Secretary to the President respectively. These offices stand in a special category and do not come under the classification of a Ministry, Attached or Subordinate Office.

The functions of the office of the Secretary to the President cover a wide field. It serves as a link between the President and the Ministries/Departments of the Government of India, and is responsible for submitting to the President all official papers which require his orders and further communicating these orders to the Ministries/Departments concerned. It also deals with all official correspondence on various matters of policy or detail which the President may handle through personal channels such as with Governors. It is also responsible for dealing with such semi-official and private references as interviews and appointments, correspondence arising from the President's connections with a number of semi-government organisations, etc.

The office of the Military Secretary to the President is responsible for a large number of varied executive duties like: (a) the proper conduct and arrangement for all functions held at the Rashtrapati Bhavan and the Prime Minister's House; (b) planning, preparation and arrangements of the President's tours; (c) control over the President's gardens; (d) award of the President's warrants of appointments, patronage, trophies, medals, presents and photographs; (e) the administration and allotment of accommodation on the President's Estate and in Rashtrapati Bhavan; (f) smooth running of catering and household of the Prime Minister's House and arrangements connected with entertainments given by the Prime Minister, the Vice-President, and other Ministers.

THE VICE-PRESIDENT

The Constitution provides for a Vice-President of India, who is elected by the Members of both Houses of Parliament, assembled at a joint meeting, in accordance with the system of proportional representation by means of a single transferable vote. The voting at such an election is by secret ballot. No person is eligible for election as Vice-President unless he is a citizen of India; has completed the age of 35 years; and is qualified for election as a member of the Rajya Sabha. He must not hold any office of profit under the Government, and cannot remain a member of any legislature after his election.

The Vice-President holds office for 5 years unless he resigns or is removed earlier. A Vice-President can be removed from office by a resolution of the Rajya Sabha passed by a majority of all the Members of the House and agreed to by the Lok Sabha. He is *ex officio* Chairman of the Rajya Sabha, and as such performs all the usual functions of a presiding officer. He casts his vote only in case of a tie. He is entitled to the salary and allowances attached to the office of the Chairman of the Rajya Sabha. When the President is unable to discharge his functions owing to absence, illness or any other cause, the Vice-President deputises for him. In the event of death, resignation or removal of the President, the Vice-President is to act as President till the new President is elected and assumes office. The election of the President must be held within six months of the date on which the office falls vacant.

PARLIAMENT

Parliament or the Central Legislature, is bicameral, and consists of the President and two Houses, the Rajya Sabha (Council of States) and the Lok Sabha (House of the People). The Lok Sabha consists of the people's elected representatives, whereas the Rajya Sabha consists of members mostly elected by the State legislatures and a few nominated by the President. The President must, from time to time, summon each House of Parliament to meet at such time and place as he thinks fit, but six months shall not intervene between the two sittings. The President may, from time to time, prorogue both the Houses and/or either House, and he may also dissolve the Lok Sabha before the end of its term.

Lok Sabha (House of the People)

The Constitution provides that the Lok Sabha shall consist of not more than 500 members directly elected by the people on the basis of adult suffrage and not more than 25 members to represent the Union Territories. The seats in the Lok Sabha are allotted to the various states in such a

manner that the ratio between the number of seats and the population of each State is, so far as practicable, the same for all States. Though separate communal electorates have not been recognised under the new Constitution of India, it reserves certain elective seats for a period of 30 years for the Scheduled Castes and Scheduled Tribes. The Constitution also provides that if the President is of the opinion that the Anglo-Indian community is not adequately represented in the Lok Sabha he may nominate not more than 2 members of that community. The duration of the Lok Sabha is 5 years unless dissolved earlier. This period may, however, while a proclamation of emergency is in operation, be extended by Parliament for a period not exceeding one year at a time and not extending in any case beyond the period of six months after the proclamation has ceased to operate. General elections to the Lok Sabha have been held in 1952, 1957, 1962, 1967 and 1971.

The Lok Sabha chooses its Speaker. The Speaker presides over the meetings of the Lok Sabha and is responsible for the maintenance of order and discipline in the House. No person can speak without his consent, and he decides all questions of procedure. The Speaker does not vote except in the case of a tie. It is up to the Speaker to decide as to whether a particular Bill is a Money Bill or not, and his decision is final. There is also a Deputy Speaker and a panel of chairmen.

Rajya Sabha (Council of States)

The Rajya Sabha is a permanent House, not subject to dissolution, with one-third of its members retiring every two years. Its members cannot exceed 238 representatives of States and of the Union Territories, plus twelve members to be nominated by the President. The latter are persons having special knowledge or practical experience of literature, science, art, and social service. The representatives of States are elected by the elected members of State Legislative Assemblies, according to the system of proportional representation.

Powers of Parliament

The Parliament of India has been conferred powers by the Constitution of India to make laws on those matters which are given in the Union List and the Concurrent List, consisting of 97 and 47 entries respectively. It can also pass laws even on those matters which are given in the State List, if the Rajya Sabha passes a resolution by a two-thirds majority declaring such matter or matters to be of national importance and interest, and also during the period of a proclaimed emergency. Parliament controls the purse of the country. No tax can be levied and no money can be spent without the consent and authority of Parliament. However, the

expenditure charged on the Consolidated Fund is not submitted to the vote of Parliament. But either House is at liberty to discuss the estimates of the expenditure. Parliament cannot take the initiative in the matter of a Money Bill or a supplementary grant. That can be done only by or on the recommendation of the President, except in the case of an amendment making provision for the reduction or abolition of any tax.

Parliament has control over the Union Executive to the extent that it is responsible to the Lok Sabha, which means that the Council of Ministers must resign if a vote of no-confidence is passed against it in the Lok Sabha. The members of Parliament can interrogate the Ministers in charge of the various Ministries/Departments.

Parliament has also got the power, in respect of many matters in the Constitution, to amend it by a special procedure. This has been described later in this Chapter.

The laws made by Parliament are subject to judicial review, *i.e.*, the High Courts and the Supreme Court have the power to declare an act of Parliament unconstitutional and void on the ground that it violates the provisions of the Constitution.

Legislative Procedure

All Bills, except Money Bills and other financial Bills, can originate in either House. Money and other financial Bills can only originate in the Lok Sabha. Generally, a Bill cannot be deemed to have been passed unless it is passed by both Houses. If there is a difference of opinion between the two Houses, there is a provision for the joint sitting of both Houses. If the Bill is passed by a majority of the members present and voting at a joint sitting, the Bill is deemed to have been passed by both Houses. The Bill, thus passed, is then presented to the President for his assent. The President either gives his assent to the Bill or withholds his assent therefrom. In the latter case, he returns the Bill, if it is not a Money Bill, as soon as possible after its presentation to him, to the House with a message requesting reconsideration of the Bill or any specified provisions thereof; and when a Bill is so returned by the President, the Houses reconsider the Bill accordingly, and if the Bill is passed again by the Houses, with or without amendment, and is again presented to the President for assent, the President cannot withhold his assent therefrom.

A special procedure, however, has been laid down for Money Bills, which can only be introduced in the Lok Sabha. After being passed by the Lok Sabha, a Money Bill is transmitted to the Rajya Sabha for its recommendation within 14 days from the date of its receipt. If it does not return the Bill within this period, the Bill is deemed to have been passed by both Houses in the form in which it was passed by the Lower House. If the Upper House, however, returns the Bill to Lower House

within this period with its recommendations, the Lower House has the authority either to accept or reject any of these recommendations; the Bill is thereafter deemed to have been passed by both Houses of Parliament.

Financial Procedure

In respect of every financial year, the President must cause to be laid before both Houses of Parliament an annual financial statement of estimated receipts and expenditure for the Government of India. The estimates of expenditure must show separately the sums required to meet expenditure charged upon the Consolidated Fund of India and the sums required to meet other expenditure. The expenditure charged on the Consolidated Fund is non-votable, but can be discussed in either House of Parliament. The estimates relating to other expenditure are submitted to the Lok Sabha in the form of demands for grants, and the House has the power to give or refuse assent to any demand, or reduce its amount. No demand for a grant can be made except on the recommendation of the President.

When grants have been made by the Lok Sabha, a Bill is introduced to provide for the appropriation out of the Consolidated Fund of India. No money can be withdrawn from the Consolidated Fund of India except under an Appropriation Act. Apart from the normal demands for grants, the President is authorised to place before Parliament demands for additional or supplementary or excess grants, if necessary. The Lok Sabha has been empowered to make advance grants, or even exceptional grants to which also the normal procedure for grants or appropriation applies.

Officers of Parliament

The Chairman and the Deputy Chairman of the Rajya Sabha and the Speaker and the Deputy Speaker of the Lok Sabha, have already been mentioned. To enable these officers to discharge their duties independently, the Constitution has made a special provision for their salaries and allowances to be charged on the Consolidated Fund of India and, therefore, not subject to the vote of the two Houses.

Each House has its own secretariat.

Committees of Houses

Parliamentary committees may be classified under three broad categories:

(i) Committees of a general nature concerned primarily with the organisation and powers of the House, *e.g.*, the Committee on Rules, the Committee on Privileges, the Committee on the Absence of Members, the Business Advisory Committee, the General Purposes Committee, the Com-

mittee on Government Assurances, the House Committee, the Library Committee and the Committee on Salaries and Allowances of Members.

(ii) Committees assisting the House in its legislative functions like the Committee on Subordinate Legislation, the Committee on Petitions, and the Committee on Private Member's Bills and Resolutions. The legislative committees also include select committees of either House and joint select committees of the two Houses, set up *ad hoc* for the consideration of important bills.

(iii) Committees for financial business, *viz.*, the Estimates Committee, the Public Accounts Committee and the Committee on Public Undertakings. While the membership of the first of these Committees is confined only to the Lok Sabha, the other two are composed of members of both Houses. In addition, there is an informal consultative committee attached to each of the Ministries of the Government of India.

The members of Parliamentary committees are either appointed or elected by the House, or nominated by the presiding officer of the House. The sittings of these Committees are private, and they are empowered to summon witnesses to appear before them and to require production of any papers or records.

THE COUNCIL OF MINISTERS AND THE CABINET

Article 74 of the Constitution of India provides for a Council of Ministers, with the Prime Minister at the head, to aid and advise the President in the exercise of his functions. The Council of Ministers is collectively responsible to the House of the People (Lok Sabha). The President is expected, like the monarch in Britain, to act on the advice of his Ministers. The question whether the President has acted on the advice of his Ministers cannot be enquired into in any court of law.

Article 75 lays down that the Prime Minister shall be appointed by the President and other Ministers are to be appointed by him on the advice of the Prime Minister. The President is expected to choose his minister from the majority party in the Lok Sabha. A Minister at the time of his appointment need not necessarily be a member of Parliament nor need he necessarily resign on losing a seat in Parliament; but if, for a period of six consecutive months he is not a member of either House, he ceases to hold office.

All decisions of the Council of Ministers relating to the administration of the affairs of the Union and proposals for legislation are communicated to the President; information about other matters as may be desired by him is also supplied. If the President so requires, the Prime Minister must submit for the consideration of the Council of Ministers any matter on which a decision has been taken by a Minister but which has not been considered by the Council.

The Council of Ministers comprises of Ministers who are members of the Cabinet, Ministers of State and Deputy Ministers.

THE PRIME MINISTER

The Prime Minister occupies a key position in the constitutional structure of India. He is normally the leader of the majority party in the House of the People, and wields all the authority of that position. He is the first amongst equals, and is more than that, for it is he who chooses the other Ministers. The President nominally exercises the executive power of the Union in day-to-day affairs and the Prime Minister is the *de facto* head of the executive. All the powers vested in the Centre, including the emergency powers of the President, are to be exercised mainly on his advice.

STATUTORY AUTHORITIES

The Constitution has also provided for the creation of the following statutory authorities:

1. The Comptroller and Auditor-General of India
2. The Attorney-General for India
3. The Election Commission
4. The Union Public Service Commission
5. The Commissioner for Scheduled Castes and Scheduled Tribes
6. The Commissioner for Linguistic Minorities.

THE JUDICIARY

The Union Judiciary (The Supreme Court)

The Supreme Court of Justice is an essential and integral part of any federal constitution. It functions as the authoritative interpreter of the constitution.

The Supreme Court of India was inaugurated on the 26th January 1950, and the Constitution fixed the maximum number of Judges at 7, excluding the Chief Justice. The number of Judges, which can only be increased by a law of the Indian Parliament, was raised to ten by an Act of 1956, and it was further raised to 13, excluding the Chief Justice, in 1960.

Every Judge of the Supreme Court is appointed by the President in consultation with such of the Judges of the Supreme Court and of the High Courts in the States as the President may deem necessary for the purpose. It is also provided in the Constitution that in the case of appointment of a Judge, other than the Chief Justice, the Chief Justice of India must be consulted.

A person is qualified for appointment as a Judge of the Supreme Court only if he is a citizen of India, and (a) has been a High Court Judge for at least five years; or (b) has been for at least ten years an Advocate of a High Court or of two or more such Courts in succession; or (c) is in the opinion of the President a distinguished jurist. The age of retirement of the Judges is 65 years. No person who has held office as a Judge of the Supreme Court may plead or act in any court or before any authority within the territory of India. The salary of the Chief Justice is Rs. 5,000 per month, and that of other Judges Rs. 4,000 per month, with an official residence free of rent. Neither the privileges nor the allowances of a Judge nor his rights in respect of leave of absence or pension can be varied to his disadvantage after his appointment.

A Judge may resign his office by writing to that effect to the President. He can only be removed from his office by an order of the President passed after an address from each House of Parliament, supported by a majority of the total membership of that House and by a majority of not less than two-thirds of the members of the House present and voting, has been presented to him for such removal on the ground of proved misbehaviour or incapacity.

The Constitution also provides for the appointment of *ad hoc* Judges in case there is no quorum of the Judges of the Supreme Court available to hold or continue any session of the Court. *Ad hoc* Judges are appointed from amongst Judges of High Courts duly qualified for appointment as a Judge of the Supreme Court. The appointment is made by the Chief Justice of India, with the previous consent of the President and after consultation with the High Court concerned, for such period as may be necessary. The Chief Justice of India can also, with the previous consent of the President, request any person who had been a Judge of the Supreme Court or of the Federal Court to act as a Judge of the Supreme Court.

Powers of the Supreme Court

The powers of the Supreme Court, besides that of reviewing any Judgment pronounced by it (subject to the provisions of any law made by Parliament or any rules made under Article 145 by the Supreme Court), and of grant of special leave to appeal, can be classified under three heads — original, appellate and advisory.

(1) *Original Jurisdiction*: The Supreme Court has original jurisdiction in any dispute, (a) between the Government of India and any State or States on one side, and one or more other States on the other; (b) between the Government of India and one or more States; and (c) between two or more States, if and insofar as the dispute involves any question, whether of law or of fact, on which the existence or extent of a legal right depends. However, the original jurisdiction does not extend to a dispute arising out

of any treaty, agreement, covenant, engagement, Sanad or other similar instrument which having been entered into or executed before the commencement of the Constitution and continues in force after it or which provides that the said jurisdiction shall not extend to such a dispute.

The Supreme Court is also empowered to issue orders or writs in the nature of the writs of Habeas Corpus, Mandamus, Prohibition, Quo Warranto and Certiorari for the enforcement of Fundamental Rights. However, this jurisdiction is not exclusive. The High Courts have also been given similar powers.

(2) *Appellate Jurisdiction*: This jurisdiction applies to three types of cases, viz., constitutional, civil and criminal. As regards constitutional cases, an appeal can be made to the Supreme Court against any judgement or decree or final order of a High Court in any case involving a substantial question of law as to the interpretation of the Constitution. If the High Court refuses to give such a certificate, the Supreme Court may grant special leave for such an appeal, if it is completely satisfied that the case involves a substantial question as to the interpretation of the Constitution.

An appeal lies to the Supreme Court, (a) against an appellate judgment of a High Court setting aside an order of acquittal of an accused person and sentencing him to death, (b) against a sentence of death passed by a High Court not in exercise of its original or its ordinary original jurisdiction but in a case which it has withdrawn from a subordinate court for trial, and (c) in any other case in which the High Court grants a certificate of fitness for appeal, subject to the rules of the Supreme Court. Parliament may by law confer on the Supreme Court any further powers to entertain and hear appeals from any judgment, final order or sentence in a criminal proceeding of a High Court, subject to such conditions and limitations as may be specified in such law.

An appeal lies to the Supreme Court from any judgment, decree or final order in a civil proceeding of a High Court if it certifies the case as fit for appeal. An appeal also lies to the Supreme Court if the High Court certifies that the amount or value of the subject matter of the dispute is not less than Rs. 20,000 or such other sum as may be specified by Parliament by law or that the judgment decree or final order involves directly or indirectly some claim or question respecting property of like amount or value or that the case is a fit one for appeal to the Supreme Court. No appeal lies to the Supreme Court from the judgment of one Judge of a High Court, unless Parliament provides otherwise by law.

(3) *Advisory Jurisdiction*: The President of India, if it appears to him at any time that a question of law or fact has arisen, or is likely to arise, which is of such a nature and of such public importance that it is expedient to obtain the opinion of the Supreme Court upon it, may refer the question to the Supreme Court for consideration, and the Supreme Court may,

after such hearing as it thinks fit, report to the President its opinion. This is a kind of advisory or consultative function which the Supreme Court may be called upon to perform and its opinion may be found to be useful by the Government when they are not sure about the validity of any legislative measure which they are contemplating.

In addition to the jurisdiction conferred upon the Supreme Court by the Constitution itself, Parliament may by law confer further jurisdiction and powers upon it with respect to any of the matters in the Union List. Parliament may also by law confer on the Supreme Court power to issue directions, orders or writs, including writs of Habeas Corpus, Mandamus, Certiorari and Quo Warranto, for any purpose other than those mentioned in the Constitution for the enforcement of Fundamental Rights. Parliament may by law make provisions for conferring such supplementary powers as may appear to be necessary or desirable for the purpose of enabling the Supreme Court to function more effectively to exercise the jurisdiction conferred upon it by the Constitution.

High Courts

High Courts stand at the head of the judicial administration in the States. It has been laid down that there shall be a High Court for each State. Every High Court consists of a Chief Justice and a number of Judges as fixed by the President according to the needs of the States concerned. The President appoints Judges to the High Courts in consultation with the Chief Justice of India, the Governor of the State concerned and, in the case of a Judge other than the Chief Justice, the Chief Justice of the High Court.

Every High Court has the power throughout the State, subject to its jurisdiction to issue to any person or authority orders or writs of Mandamus, prohibition, Quo Warranto and Certiorari for any purpose including the enforcement of Fundamental Rights. The High Court also has both original and appellate jurisdiction in civil as well as in criminal matters.

Amendment of the Constitution

Article 368 provides that an amendment of the Constitution may be initiated only by the introduction of a Bill for the purpose in either House of Parliament, and when the Bill is passed in each House by a majority of the total membership of the House and by a majority of not less than two-thirds of the members of the House present and voting, it shall be presented to the President for his assent and upon such assent being given to the Bill, the Constitution shall stand amended in accordance with the terms of the Bill. In addition, ratification of the Legislatures of not less

than one-half of the States is required in regard to changes affecting both the Union and States, (like the election of the President, the extent of executive power of the Union and the States respectively, the Supreme Court and the High Courts, the distribution of Legislative powers between the Union and the States and the representation of the States in Parliament) and the procedure for amendment of the Constitution.

Since its inauguration on January 26, 1950, there have been twenty-three amendments to the Constitution.

Official Language

The Constitution provides that the official language of the Union shall be Hindi in the Devanagari script, and the form of numerals for official purposes shall be the international form of Indian numerals. English was, however, to continue to be the official language for a period of fifteen years from the commencement of the Constitution. The States have been given the liberty of adopting any one or more languages used in their territory, or Hindi, as the official language of the State.

The President is authorised to constitute, after the expiration of five years from the commencement of the Constitution and thereafter at the expiration of ten years from such commencement, a special Commission to examine the growth and development of Hindi and make recommendations as to its progressive use for all or any of the official purposes of the Union. The Constitution also provides that the recommendations of the Commission will be examined by a Parliamentary Committee of 30 members (20 from Lok Sabha and 10 from Rajya Sabha), elected by the respective Houses in accordance with the system of proportional representation.

In pursuance of this provision, the first Official Language Commission was appointed in 1955, which submitted its report to the President in 1956. The report was later placed before both Houses of Parliament in 1957. The Committee of Parliament on Official Language constituted to examine the recommendation of the Official Language Commission, submitted its report to the President in 1959, and it was laid on the tables of both the Houses of Parliament in the same year.

In 1963, Parliament enacted the Official Languages Act. Section 3 of the Act provides that, notwithstanding the expiration of the period of 15 years from the commencement of the Constitution, the English language may continue to be used, in addition to Hindi:

- (a) for all the official purposes of the Union for which it was being used immediately before that day; and
- (b) for the transaction of business in Parliament.

This provision is not subject to any time limit. However, it has been provided that a Committee of Parliament should be constituted after the

26th January, 1976, to review the progress made in the use of Hindi for the official purposes of the Union, and to submit a report to the President making recommendations thereon. The President shall cause this report to be laid before each House of Parliament and sent to all State Governments. After consideration of the report and the views expressed by the State Governments thereon, the President may issue directives in accordance with the whole or any part of the report.

ADMINISTRATIVE CHANGES: FROM 1773 TILL TODAY

THE PRESENT administrative framework of the Government of India has its origin in the system of government provided by the East India Company, particularly under the provisions of the Regulating Act of 1773. Though the contents of the system have changed considerably during last two centuries, the basic framework remains almost intact. The division of secretariat work into Departments, organisation of Departments into branches and sections, appointment of Secretaries as heads of Departments, the functioning of the Governor-General and Council as the highest executive authority are some of the features which continue to be followed, except for changes necessitated by the attainment of independence by the country.

The Regulating Act of 1773 provided for the establishment of the Supreme or Central Government at Fort William in Bengal consisting of a Governor-General and four Councillors. The decisions by the Governor-General and Council were to be by a majority vote. The Governor-General and Councillors were also given controlling authority over the Presidencies of Madras and Bombay in the matters relating to war and peace but it was primarily responsible for the administration of the Presidency of Bengal.

In 1774, the work of the Supreme Government was transacted in three Departments, *viz.*, the Public, the Secret and the Revenue Departments. The Public Department was made responsible for shipping revenues, fortifications, accounts, appointments, etc., and the Secret Department conducted the work connected with military plans and all transactions

with the country Government. The management of revenue and judicial affairs was the responsibility of the Revenue Department. The Public and Secret Departments were headed by a single Secretary till 1783, when their charges were assigned to different persons. The Revenue Department was headed by a separate Secretary, since its inception.

A number of new Departments were established during the period 1773-1833, when the Charter Act was passed. A Military Board consisting of Governor-General and Council was established in 1776. The Military Board, in reality a Military Department, was made responsible for routine military business, recording of orders affecting the army and similar military functions excluding operations. The Military Department, though it had a separate Secretary, was considered as a branch of the Public Department. In 1783, a separate branch known as the Foreign Department was established to look after the affairs of foreign nations in India. The Foreign Department was placed under the charge of the Secretary in the Secret Department. In 1786, the Secret Department was divided into three distinct branches, *viz.*, the Secret Political Department, the Secret Military Department and the Secret Foreign Department. Simultaneously, the Military Department, under the Public Department, was reconstituted as the Military Department of Inspection and was made responsible for final audit of military accounts, military contracts and agencies, memorials regarding military ranks. The title 'Secret' was dropped from the Secret Political, Secret Military and Secret Foreign Departments in 1789. A distinct Secret Department was set up in 1790 and in the same year the Military Department of Inspection was merged with the Military Department. Another important organisational change took place in 1793, when the judicial administration was separated from the revenue administration and placed under a separate Judicial Department. The Revenue and Judicial Departments, however, continued under one Secretary. Thus, towards the end of the 18th century, there were four Secretaries heading the various Departments of the Supreme Government placed under four groups, *viz.*, (i) Public (including Commercial), (ii) Secret, Political and Foreign, (iii) Revenue and Judicial, and (iv) Military. A Chief Secretary was in general control of all Departments.

A number of changes took place during the earlier part of the 19th century to meet the exigencies of fresh developments created mainly due to annexation of new territories. A separate Persian Secretary was appointed in 1801. The post was, however, abolished in 1830. The Department of Ceded Provinces was set up in 1803 (which was later styled as the Department of Ceded and Conquered Provinces in 1804) and abolished in 1805. The Colonial Department was created in 1812, to manage the affairs of the newly conquered territories of Mauritius and Java and was abolished in 1815.

The only notable change of a lasting nature during this period was the

separation of the financial business of the Government from the Public Department in 1810 and its placement under a distinct Finance Department. The new Department was initially placed under the Public Secretary. In 1815, the Finance Department was placed along with the Revenue Department under the newly created Territorial Department. The new Department was intended to comprehend the financial and revenue work of the Government and was placed under a separate Secretary. In 1818, the name of the Public Department was changed to General Department.

The Charter Act of 1833 brought about a number of important changes in the administrative set-up. The Governor-General of Bengal became the Governor-General of India, besides being also the Governor of Bengal. The Act gave the exclusive responsibility of legislation to the Supreme Government. It also terminated the trade activities of the Company. As a consequence of these changes, a Legislative Member was added to the Governor-General's Council. It also resulted in the abolition of the Commercial Department. Further, a beginning was made towards separation of the secretariat of the Government of India from that of the Government of Bengal. The Military and Secret Departments as also the law consultation functions became the exclusive concern of the Government of India. For the remaining 6 Departments a joint secretariat arrangement for the Government of India and the Government of Bengal continued (till 1843). These Departments were grouped as follows, each group of Departments being placed under one Secretary:

1. General, Foreign and Finance Departments.
2. Secret, Political, Revenue and Judicial Departments.

A separate Legislative Department was created in 1835 and the new Department was placed under a Judicial Secretary. A separate Secretary for the Finance Department was appointed in January 1843.

The year 1843 provides a distinct landmark in the administrative history of the Government of India, as it was in that year that an entirely separate secretariat for the Government of India was set up. The Secretariat was organised into the following four Departments, each under a separate Secretary:

1. Home Department
(consisting of Revenue, Separate Revenue, General, Marine, Judicial, Legislative and Ecclesiastical Branches).
2. Foreign Department
(consisting of Political, Foreign and Secret Branches).
3. Finance Department
4. Military Department

In 1853, the Charter of the East India Company was again reviewed and the Council of the Governor-General was remodelled under the Act.

Under the provisions of the Act, the Legislative Member, who till now was an extraordinary member, entitled to attend the Council's meetings only when held for making of laws and regulations, was made a full member of the Governor-General's Council. The Legislative Branch of the Home Department was abolished and all legislative functions were vested in the Council of India, as constituted by Section 22 of the said Act.

In 1855, a separate Public Works Department was established and it was made responsible for civil and military buildings, irrigation, communications and railway matters. Simultaneously, the Military Board, hitherto the main governmental agency to advice on various projects of public work, was abolished. In 1858, a new Education Branch was created in the Home Department to take up the series of proceedings on 'education' which got started with the establishment of the three Universities of Bombay, Calcutta and Madras in 1857.

After the events of 1857, the control of the Government of India was transferred from the East India Company to the British Crown under the provisions of the Government of India Act of 1858. The new Act provided for the creation of the office of the Secretary of State for India to take over the powers previously exercised by the Court of Directors or by the Board of Control. The Secretary of State was assisted by a Council of India and the Council of the Governor-General was styled as the 'Council of the Governor-General of India'. The Act of 1858 brought about important constitutional changes but it did not lead to any major reorganisation of the machinery of the Government of India. The number of Departments under the Secretary's charge continued at five, *viz.*, Home, Foreign, Finance, Military and Public Works.

The next sixty years, till the passing of the Government of India Act of 1919, saw an enormous increase in the activities of the Government of India. This led to the creation of a number of new Departments. In 1869, the Legislative Department was set up to look after the legal matters of the Government. Another new Department, the Department of Revenue, Agriculture and Commerce was created in 1871, but it was abolished in 1879. It was, however, re-established as Department of Revenue and Agriculture in 1881. The new Department was made responsible for land revenue, land surveys, agriculture, horticulture, meteorology, famine and emigration. In 1905, the Department of Commerce and Industry was set up to deal with matters relating to industries and trade. The statutory body of the Railway Board, which was set up in the same year for the administration of the railways in India, was placed under the Department of Commerce and Industry. The Railway Board was, however, separated from the Department of Commerce and Industry in 1910 and was placed under a newly created Railways Department. Also in 1910, the Education Branch of the Home Department was converted into a separate Department. The name of the Military Department was changed to Army Department about

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this time. In 1914, the Foreign Department was renamed as the Foreign and Political Department and the work of the Department was allocated to two secretaries, who were designated as the Foreign Secretary and the Political Secretary. Thus, at the time of the Government of India Act of 1919, there were 10 Departments in the Government of India, *viz.*, Departments of Home, Foreign and Political, Finance, Army, Public Works, Legislature, Revenue and Agriculture, Commerce and Industry, Railways and Education.

The Government of India Act of 1919 introduced for the first time the system of formal division of subjects between the Centre and the Provinces. But the Act did not bring about any changes in the administrative structure of the Central Government. A major reorganisation of the Departments, however, took place during the next 4 years but it was altogether for different reasons. First, early in 1921, 'medical administration' was transferred from the Home Department to the Education Department, which was subsequently renamed as the Education and Health Department. Simultaneously, the Department of Commerce and Industry was bifurcated to form the Department of Commerce and the Department of Industries. Another reorganisation of the Departments took place in 1923, on the recommendations of the Inchcape Committee. The Department of Industries was merged with the Department of Public Works to form the new Department of Industries and Labour. Similarly, the Departments of Education and Health, and Revenue and Agriculture were amalgamated leading to the setting up of the Department of Education, Health and Lands. Thus, the number of Departments which stood at 11 in 1921 was reduced to 9.

The Government of India Act of 1935 provided for a federal system and distribution of legislative powers between the Centre and the Provinces as per three lists, *i.e.* the Federal List, the Provincial List and the Concurrent List, as also for the introduction of dyarchy at the Centre. The provisions of the Act pertaining to the Central Government were, however, not put into operation. The number of Departments continued at 9 till 1937, when it was increased to 12 by the bifurcation of the Foreign and Political Department into the External Affairs Department and the Political Department and of the Department of Industries and Labour into the Department of Labour and the Department of Communications, and by the creation of a new Legislative Assembly Department to look after the secretariat work of the Central Legislative Assembly. In 1938, the name of the Army Department was changed to Defence Department.

A number of organisational changes took place during the second World War. In 1939, a separate Department of Supply was set up to look after the heavy purchases of war requirements. A new Department of Defence Co-ordination was created in the same year to deal with war legislation, particularly the Defence of India Act. In 1941, the Department of Informa-

tion and Broadcasting was established to centralise the entire publicity and information machinery of the Government of India. In 1942, a new Defence Department was set up under an Indian Defence Member of the Governor-General's Council and the old Defence Department was redesignated as the War Department. A Department of Food was also created in 1942, to look after the problem of food shortage in the country. In the same year, the Communications Department was bifurcated into the Department of Posts and Air and the Department of War Transport. In 1943, the Department of Industries and Civil Supplies was set up mainly to look after the exigencies created by the War.

Further reorganisation of the Departments was effected after the War was over. Firstly, the two military Departments, *viz.*, the War Department and the Defence Department were merged to form the War Department, which was subsequently redesignated as the Defence Department. In 1945, the Department of Education, Health and Lands was trifurcated, resulting in the creation of the Departments of Education, Health and Agriculture. The Indian Overseas Section in the combined Department was also separated. It was entrusted with the additional work connected with the country's relationship with Burma and other British ruled territories and was designated as the Department of Commonwealth Relations. The new Department was, however, amalgamated with Department of External Affairs in 1947, to form the Department of External Affairs and Commonwealth Relations. In 1946, the Department of Industries and Civil Supplies was combined with the Department of Supply to form the Department of Industries and Supplies. In the same year, the Department of Posts and Air was redesignated as the Communications Department and the Department of Labour was bifurcated to form the Department of Labour and the Department of Works, Mines and Power. A separate State Department was established in July 1947, to deal with matters relating to the princely States and in August 1947, the Department of War Transport was renamed as the Department of Transport. Thus, at the time of attainment of independence in August 1947, there were the following 18 Departments under the Government of India, which were redesignated as Ministries on August 29, 1947:

1. External Affairs and Commonwealth Relations
2. Defence
3. Finance
4. Home
5. States
6. Legislative (Law)
7. Commerce
8. Industries and Supplies
9. Railways

10. Transport
11. Communications
12. Labour
13. Agriculture
14. Food
15. Education
16. Health
17. Information and Broadcasting
18. Works, Mines and Power

The Ministries of the Government of India dealing with basic functions like foreign relations, defence, financial affairs, law and order, public services, legal affairs, etc., have remained almost intact during the last 24 years after independence. Similarly the Ministries and Departments dealing with various social services have not undergone many major reorganisations during this period. Frequent changes have affected mainly the Ministries and Departments responsible for trade and industrial affairs. These reorganisations have been described in detail in chapters on individual Ministries.

The reorganisations affecting the Ministries and Departments were made in most cases at the time of the formation of new Council of Ministers after General Elections in 1952, 1957, 1962 and 1967. The list of Ministries and Departments in the Government of India in these years is given below:

1952

1. External Affairs
2. Defence
3. Finance:
 - (i) Department of Revenue and Expenditure
 - (ii) Department of Economic Affairs
4. Home Affairs
5. States
6. Law
7. Commerce and Industry
8. Production
9. Railways
10. Transport
11. Communications
12. Labour
13. Food and Agriculture
14. Irrigation and Power
15. National Resources and Scientific Research

16. Education
17. Health
18. Information and Broadcasting
19. Works, Housing and Supply
20. Rehabilitation
21. Department of Parliamentary Affairs.

1957

1. External Affairs
2. Defence
3. Finance:
 - (i) Department of Revenue
 - (ii) Department of Expenditure
 - (iii) Department of Economic Affairs
 - (iv) Department of Company Law Administration
4. Home Affairs
5. Law
6. Commerce and Industry
7. Steel, Mines and Fuel
 - (i) Department of Iron and Steel
 - (ii) Department of Mines and Fuel
8. Railways
9. Transport and Communications
 - (i) Department of Transport
 - (ii) Department of Civil Aviation & Communications
10. Labour and Employment
11. Food and Agriculture
 - (i) Department of Food
 - (ii) Department of Agriculture
12. Irrigation and Power
13. Education and Scientific Research
 - (i) Department of Education
 - (ii) Department of Scientific Research and Technical Education
 - (iii) Department of Cultural Activities and Physical Education
14. Health
15. Information and Broadcasting
16. Works, Housing and Supply
17. Rehabilitation
18. Community Development
19. Department of Parliamentary Affairs
20. Department of Atomic Energy

1962

1. External Affairs
2. Defence
3. Finance
 - (i) Department of Revenue
 - (ii) Department of Expenditure
 - (iii) Department of Economic Affairs
4. Home Affairs
5. Law
 - (i) Department of Legal Affairs
 - (ii) Legislative Department
6. Commerce and Industry
 - (i) Department of International Trade
 - (ii) Department of Industry
7. Steel and Heavy Industries
8. Mines and Fuel
9. Railways
10. Transport and Communications
 - (i) Department of Transport
 - (ii) Department of Civil Aviation & Communications
11. Labour and Employment
12. Food and Agriculture
 - (i) Department of Food
 - (ii) Department of Agriculture
13. Irrigation and Power
14. Education
15. Scientific Research and Cultural Affairs
16. Health
17. Information and Broadcasting
18. Works, Housing and Supply
 - (i) Department of Works, Housing and Supply
 - (ii) Department of Rehabilitation
19. Community Development, Panchayati Raj & Co-operation
 - (i) Department of Community Development & Panchayati Raj
 - (ii) Department of Co-operation
20. Department of Parliamentary Affairs
21. Department of Atomic Energy

1967

1. External Affairs
2. Defence (including Departments of Defence Production and

Defence Supplies)

3. Finance

- (i) Department of Revenue & Insurance
- (ii) Department of Expenditure
- (iii) Department of Economic Affairs
- (iv) Department of Co-ordination

4. Home Affairs (including Department of Administrative Reforms)

5. Law

- (i) Department of Legal Affairs
- (ii) Legislative Department

6. Commerce

7. Industrial Development and Company Affairs

- (i) Department of Industrial Development
- (ii) Department of Company Affairs

8. Steel, Mines and Metals

- (i) Department of Iron & Steel
- (ii) Department of Mines and Metals

9. Petroleum and Chemicals

- (i) Department of Petroleum
- (ii) Department of Chemicals

10. Railways

11. Transport and Shipping

12. Tourism and Civil Aviation

13. Labour, Employment and Rehabilitation

- (i) Department of Labour & Employment
- (ii) Department of Rehabilitation

14. Food, Agriculture, Community Development and Co-operation

- (i) Department of Food
- (ii) Department of Agriculture
- (iii) Department of Community Development
- (iv) Department of Co-operation

15. Irrigation and Power

16. Education

17. Health and Family Planning

- (i) Department of Health
- (ii) Department of Family Planning

18. Information and Broadcasting

19. Works, Housing and Supply

- (i) Department of Works and Housing
- (ii) Department of Supply

20. Department of Parliamentary Affairs

21. Department of Atomic Energy

22. Department of Communications

23. Department of Social Welfare

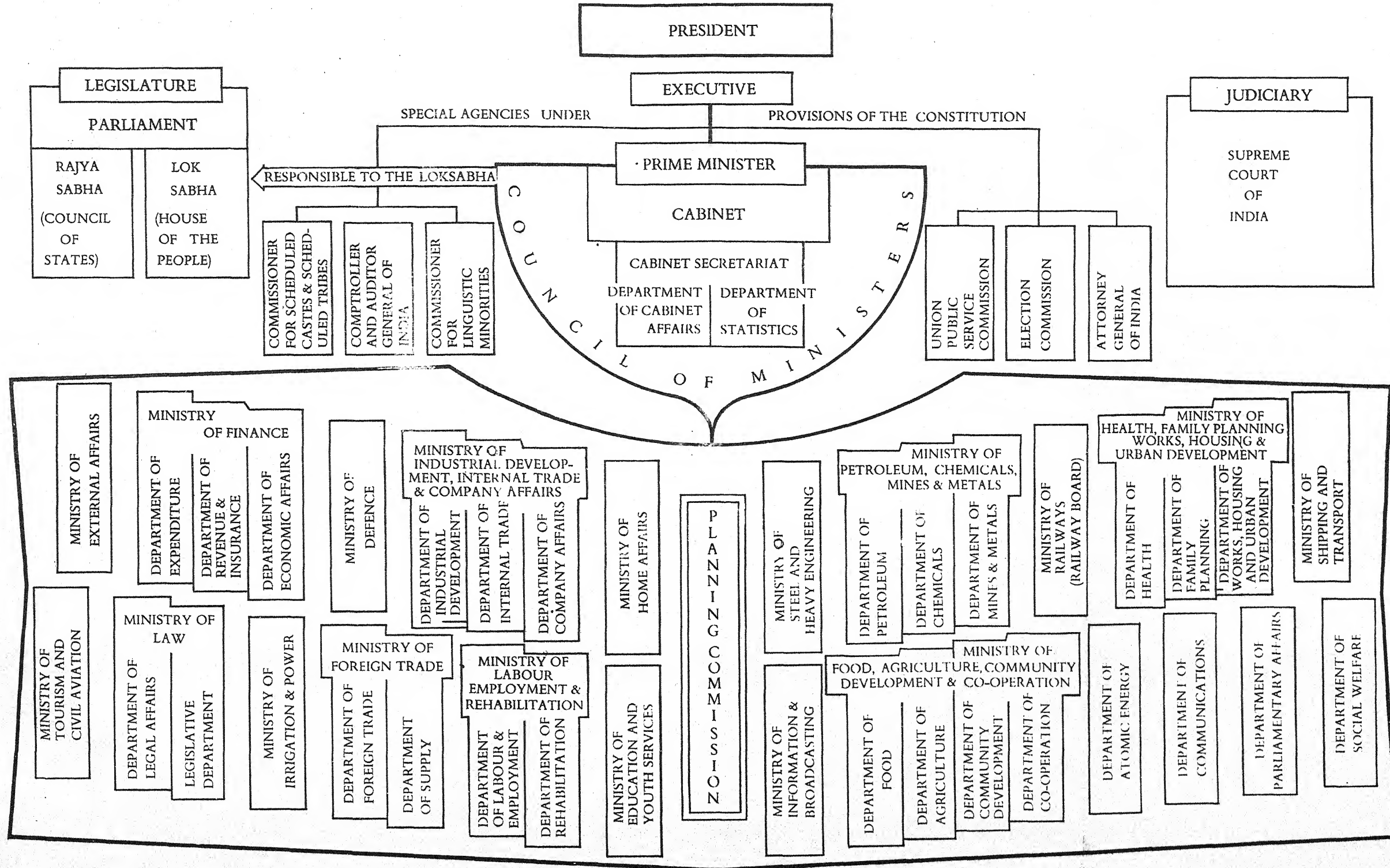
In the only change that took place after 1967, the Ministries dealing with trade and industrial matters were again reorganised in February 1969. The Ministry of Steel, Mines and Fuel, which was organised in two Departments was bifurcated. The Department of Mines and Fuel was combined with the Ministry of Petroleum and Chemicals to form the Ministry of Petroleum, Chemicals, Mines and Metals. The Department of Iron and Steel, along with six public undertakings in the heavy engineering sector (taken away from the Ministry of Industrial Development and Company Affairs) were placed under the newly created Ministry of Steel and Heavy Engineering. The Ministry of Industrial Development and Company Affairs, while losing public sector undertakings in the 'heavy engineering sector', took over the subject 'internal trade' (from the Ministry of Commerce) and was renamed as the Ministry of Industrial Development, Internal Trade and Company Affairs. Simultaneously with the transfer of the subject 'internal trade', the Ministry of Commerce took over the subject 'supply' (from the Ministry of Works, Housing and Supply) and was redesignated as the Ministry of International Trade and Supply. The Ministry of Works, Housing and Supply, excluding the Department of Supply, was combined with the Ministry of Health, Family Planning and Urban Development to form the Ministry of Health, Family Planning, Works, Housing and Urban Development. Alongwith these major changes, the names of the Ministry of Education and the Ministry of Transport and Shipping were changed to the Ministry of Education and Youth Services and the Ministry of Shipping and Transport respectively.

The the business of the Government of India is presently allocated to the following Ministries and Departments:

1. Ministry of External Affairs
2. Ministry of Defence
(With a Department of Defence Production and a Department of Defence Supplies within the Ministry)
3. Ministry of Finance:
 - (i) Department of Economic Affairs
 - (ii) Department of Expenditure
 - (iii) Department of Revenue and Insurance
4. Ministry of Home Affairs
(With a Department of Administrative Reforms within the Ministry)
5. Ministry of Law
 - (i) Department of Legal Affairs
 - (ii) Legislative Department
6. Ministry of Foreign Trade and Supply
 - (i) Department of Foreign Trade

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- (ii) Department of Supply
- 7. Ministry of Industrial Development, Internal Trade and Company Affairs
 - (i) Department of Industrial Development
 - (ii) Department of Internal Trade
 - (iii) Department of Company Affairs
- 8. Ministry of Steel and Heavy Engineering
- 9. Ministry of Petroleum, Chemicals and Mines and Metals
 - (i) Department of Petroleum
 - (ii) Department of Chemicals
 - (iii) Department of Mines and Metals
- 10. Ministry of Railways (Railway Board)
- 11. Ministry of Shipping and Transport
- 12. Ministry of Tourism and Civil Aviation
- 13. Ministry of Labour, and Rehabilitation
 - (i) Department of Labour & Employment
 - (ii) Department of Rehabilitation
- 14. Ministry of Food, Agriculture, Community Development and Cooperation
 - (i) Department of Agriculture
 - (ii) Department of Food
 - (iii) Department of Community Development
 - (iv) Department of Cooperation
- 15. Ministry of Irrigation and Power
- 16. Ministry of Education and Youth Services
- 17. Ministry of Health and Family Planning, Works, Housing and Urban Development
 - (i) Department of Health
 - (ii) Department of Family Planning
 - (iii) Department of Works, Housing and Urban Development
- 18. Ministry of Information and Broadcasting
- 19. Department of Parliamentary Affairs
- 20. Department of Atomic Energy
- 21. Department of Communications
- 22. Department of Social Welfare

ADMINISTRATIVE SYSTEM IN OUTLINE

UNDER THE PROVISIONS of the Constitution, the executive power of the Indian Union vests in the President, aided and advised by a Council of Ministers. As the system decided upon by the framers of the Constitution for the governance of the country is a parliamentary system of the British pattern, the repository of power is, in practice, the Council of Ministers.

The Council of Ministers is headed by the Prime Minister. The President appoints the leader of the majority party in Lok Sabha (House of People) as the Prime Minister, and the other ministers are appointed by him on the advice of the Prime Minister. The Council of Ministers is collectively responsible to the Lok Sabha.

The Council of Ministers includes three categories of Ministers: Cabinet Ministers (including the Prime Minister), Ministers of State and Deputy Ministers. A Cabinet Minister is generally in charge of a Ministry, though nothing prevents the Prime Minister from giving charge of two or more Ministries to a Minister or from not giving any charge at all to a Cabinet Minister. A Minister of State may either be made incharge of a Ministry or he may be attached to a Cabinet Minister. In the latter case, he performs such functions as may be assigned to him by the Cabinet Minister. A Deputy Minister is not given independent charge of a Ministry. He assists the Cabinet Minister or the Minister of State, to whom he is attached and undertakes such responsibilities as are assigned to him.

The Cabinet consists of the Prime Minister and the other Cabinet

Ministers. The Ministers of State holding independent charge of a Ministry are invited to attend the Cabinet meetings only when the subjects pertaining to their Ministries are considered by the Cabinet. The Cabinet is the highest policy making body and the supreme executive authority. It considers all important matters of Government including certain category of cases which require Cabinet's approval and are listed in the second schedule to the Government of India (Transaction of Business) Rules.

The Cabinet is assisted by a number of Cabinet Committees, both Standing and *ad hoc*. The Standing Committees consider supra-ministerial problems in their sectors of administration as are referred to by the Cabinet. There are at present nine Standing Cabinet Committees, *viz.*, the Defence Committee, Internal Affairs Committee, Prices, Production and Exports Committee, Family Planning Committee, Food and Agriculture Committee, Foreign Affairs Committee, Tourism and Transport Committee, Parliamentary Affairs Committee and the Appointments Committee. *Ad hoc* committees are appointed to look into specific issues or problems faced by the Cabinet.

The business of the Government of India is carried out in the Ministries and Departments, their Attached and Subordinate Offices, public undertakings, and other organizations under them. A Ministry or Department represents the largest subdivision or cross-section of its administrative structure, designed for the satisfactory discharge of its functions and responsibilities. The Ministries and Departments are responsible for the subjects allocated to them by rules made by the President under Article 77(3) of the Constitution of India. The Government of India (Allocation of Business) Rules made in 1961 and amended from time to time presently govern the allocation of subjects to Ministries and Departments. The Ministries and Departments are responsible for the formulation of policies within the sphere of their responsibility, as well as for the execution and review of those policies, within the framework of the broad principles embodied in the Constitution or specific Acts passed by the Parliament.

The Ministries and Departments have under them a number of Attached and Subordinate Offices. The Attached Offices are responsible for providing executive direction required in the implementation of the policies laid down by the Ministry to which they are attached. The Subordinate Offices function more or less as field establishments, responsible for the detailed execution of the decision of the Government. They generally function under the direction of an Attached Office, or in cases where the volume of executive direction involved is not considerable, directly under a Ministry.

A large number of public undertakings have been established by the Government of India during recent years. These undertakings function under the administrative control of the concerned Ministry, which is

responsible for the following tasks in respect of these undertakings:

1. Appointment/resignation of Chairman/board members/financial adviser, or chief finance and accounts officer on the recommendation of the Board of Directors, and of auditor on the advice of the Comptroller and Auditor-General.
2. Higher staff appointments, *i.e.*, where the maximum of the pay-scale of the post exceeds Rs. 2,250.
3. Rules of the company governing the conditions of service of the employees, Provident Fund and other rules.
4. Annual programme of the public undertaking as reflected by its revenue and capital budget estimates.
5. Proposals of the public undertaking regarding:
 - (i) assistance from other Ministries when direct contacts did not produce results;
 - (ii) raising loans exceeding specified limits;
 - (iii) higher foreign exchange allocation;
 - (iv) intervention in labour disputes;
 - (v) negotiations with foreign countries;
 - (vi) contracts involving expenditure exceeding specified limits; participation in negotiations for entering into global contracts;
 - (vii) pricing of products;
 - (viii) creation of reserves and special funds.
6. Other matters on which the public undertaking is, under its charter, required to obtain the approval of the President, *e.g.*, (a) to sell, lease or otherwise dispose of whole or substantially the whole, of the undertaking, (b) to form a subsidiary company, and (c) to divide capital into different classes of shares.
7. References made by public undertaking under instruments of instructions laid down by the Ministry or under accepted or developing conventions.
8. References made by a public undertaking in connection with its operations when the questions involved relate to other business of the administrative Ministry or of other Ministries for which it has necessarily to seek assistance of the administrative ministry.
9. Proposal or decision of the Board reserved by the Chairman for the decision of the Central Government.
10. Changes in the scope (volume and range) of work of the undertaking involving capital expenditure exceeding specified limits—reviewing public aspects, financial aspects, technical aspects including modernisation of plant and equipment or change in design.

11. Examination of reports and returns prescribed by the Ministry.
12. Causes of progress of performance being below expectation or of other weaknesses and inefficiencies.
13. Annual report of the public undertaking on its performance (according to a standard pattern) including its balance-sheet and profit and loss statement together with the audit report thereon.
14. Broad evaluation of the financial results, degree of fulfilment of the tasks undertaken and overall efficiency of the public undertaking.
15. Public relation aspects including public criticism in regard to scale and range of products and their quality of the public undertaking.
16. Parliament work relating to (i) Parliament questions and debates, and (ii) report of the Parliamentary Committee on Public Undertakings.
17. Whether a directive should be issued to the Board of Directors of the public undertaking.

Normally, a Secretary to the Government of India is the administrative head of the Ministry, and he is the principal adviser of the Minister on all matters of policy and administration within the Ministry. The Secretary is not only responsible for the organisation and efficiency of the Ministry, but also for the advice given to the Minister through the whole range of his duties.

Where the volume of work in a Ministry exceeds the manageable charge of a Secretary, one or more wings are established with a Joint Secretary in charge of each wing. In such cases, a Joint Secretary is vested with the maximum measure of independent functioning and responsibility, subject to the general control of the Secretary. In some Ministries Special Secretaries have been appointed to take up independent charge of a distinct subject. The Special Secretary generally deals directly with the Minister incharge and it is only in certain cases that the incoming papers from the Minister pass through the Secretary of the Ministry. There also exist in some Ministries, the posts of Additional Secretaries. An Additional Secretary is generally a senior Joint Secretary and as such is given charge of an important wing in the Ministry.

For the efficient and expeditious disposal of business allotted to it, the Ministry is divided into Divisions, Branches and Sections. A Section, under the charge of a Section Officer, consists of a certain number of clerical staff, *e.g.*, Assistants, Upper and Lower Division Clerks, Typists, etc. A Branch which is normally under the charge of an Under Secretary consists of two Sections. Two Branches ordinarily constitute a Division, which is normally under the charge of a Deputy Secretary. In certain matters, Deputy or Under Secretaries may transact business direct with the Minister, but proposals involving important policy decisions are always routed through the Joint Secretary or the Secretary, or both.

Secretariat Procedure

Communications or cases addressed to a Ministry or a Department are received in the Central Registry which distributes them to the various Sections concerned. The Section Diarist, on receipt of the communications from the Central Registry, submits them to the Section Officer who, after going through the 'receipts', classifies them into two categories, *e.g.*, 'primary' and 'subsidiary'. All initial receipts regarding original or new items of work are 'primary' receipts, and all communications emanating in connection with the "primary" receipts in course of interim consultations or references are "subsidiary" receipts. The "primary" receipts are further sub-divided into two categories, *viz.*, (a) those requiring elaborate examination or prolonged consultations and not expected to be disposed of within a month, and (b) others. After making these classifications the Section Officer marks them to the dealing Assistants concerned. If any of the receipts are of a difficult nature or present any special features which require personal attention, the Section Officer either deals with such receipts himself, or gives such special instructions to the dealing Assistants as are necessary. If any of the communications received need urgent disposal, the Section Officer marks them for the attention of his higher officers for such orders as are necessary at that stage. The Diarist, after getting back the day's receipts from the Section Officer, passes the receipts to the dealing Assistants concerned, after diarising them. The dealing Assistant, after going through a receipt, collects the file on the subject, if one already exists, and other connected papers and files, if any are referred to in the receipt. For this purpose, he consults indices, file registers, sectional note-books of important decisions maintained in the Section and other relevant books, Acts, rules, regulations, etc. Finally, he submits the case with a note to the Section Officer. The Section Officer, at this stage, scrutinises the notes of the Assistant, adds his own remarks or suggestions, if any, and submits the case to the Branch Officer (Under Secretary). The Branch Officer generally disposes of as many cases as possible on his own responsibility. He takes orders of the Deputy Secretary or higher officers on cases of an important nature, or those involving policy questions. The Deputy Secretary of a Ministry is generally vested with some delegated powers and disposes of certain types of cases himself, if within his purview; otherwise, he submits them with his views or suggestions to the next higher officer—the Joint Secretary or the Secretary, as the case may be. Papers which are submitted to the Joint Secretary or the Secretary are generally of a very important nature, involving policy decisions. They, in turn, submit more important cases to the Minister; when a case is submitted to the Minister, self-contained summary is put up for his perusal. The Minister finally uses his discretion as to whether he will pass orders himself or refer the case to the Cabinet for a decision.

MINISTRY OF EXTERNAL AFFAIRS

THE AFFAIRS of foreign nations in India formed part of the business of the Secret Department of the Supreme Government during the East India Company's rule till 1783, when a separate branch known as the Foreign Department was established to take up this function. The new Department was placed under the charge of the Secretary of the Secret Department. After the establishment of another branch to administer military subjects and the transfer of the Board of Inspection to it, the Secret Department was reorganised in 1786 and it comprised four branches, *viz.*, Secret and Political, Secret and Military, Secret and Foreign, and Secret and Reform. The Military and Reform Branches were separated from the Secret Department after a short period and towards the end of the eighteenth century the Department was reorganised into the Secret Department and the Foreign and Political Department. Both the Departments were, however, placed under one Secretary.

Under the Charter Act of 1833 a beginning was made to separate the secretariat of the Government of India from that of the Government of Bengal. Consequently, the Military and Secret Departments were made the exclusive responsibility of the Government of India. For the remaining subjects, the joint secretariat system continued till 1843, when an entirely separate secretariat for the Government of India was set up consisting of four departments including Foreign Department. The Foreign Department consisted of Political, Foreign and Secret Branches. In 1859 the Members

of the Executive Council of the Governor-General of India were for the first time put in charge of various Departments, thus inaugurating the portfolio system. The charge of Foreign Department was, however, retained by the Governor-General himself.

There were no further major developments in the administration of the Foreign Department until 1914, when the Department was renamed as the Foreign and Political Department. The Department was organised in two branches, *viz.*, the Political Branch and the Foreign Branch. The former dealt with matters relating to or emanating from the Indian princely states and the areas outside India which were administered by the Government of India. The latter Branch was responsible for matters pertaining to the frontiers of India, the territories outside India, etc. Separate Secretaries headed the two Branches. In 1937 the two Branches emerged as the Political Department and the External Affairs Department.

Since the Governor-General was himself in charge of external affairs, the work relating to Indians overseas was placed under another Department which was headed by an Indian. The subject was dealt with in a section first in the Education Department and then in the composite Department of Education, Health and Lands. The Indian Overseas Section was hived off from the Department of Education, Health and Lands at the time of its trifurcation in 1945. The Section was entrusted with the additional work connected with the Country's relationship with Burma and other British ruled territories and was designated as the Commonwealth Relations Department.

India's relations with foreign countries were, thus, dealt with by two Departments, *viz.*, the External Affairs Department and the Commonwealth Relations Department at the time of the appointment of the Interim Government in 1946. The need was then felt for having a single Department to conduct India's foreign relations, whether with the Commonwealth nations or with others. The change was, however, brought about only in the middle of 1947, when the two Departments were merged to form the Department of External Affairs and Commonwealth Relations. The Department was designated as the Ministry of External Affairs and Commonwealth Relations in August 1947.

The Ministry of External Affairs took over the subject 'external publicity' from the Ministry of Information and Broadcasting in 1948. In March 1949 the appendage 'Commonwealth Relations' was dropped and the Ministry was renamed as the Ministry of External Affairs. Except for the setting up of some new divisions, the Ministry has not undergone any significant changes since then.

II FUNCTIONS

The Ministry of External Affairs is responsible for the following subjects:

1. External Affairs.
2. Relations with foreign States and Commonwealth countries.
3. All matters affecting foreign diplomatic and Consular Officers and U.N. Officers and its specialized agencies in India.
4. Passports and visas excluding the grant of visas or endorsements for entry into India but including the grant of entry permits to South Africans of non-Indian origin under the Reciprocity (South Africa) Rules, 1944 and the grant of entry visas for Ceylon nationals except missionaries.
5. Extradition of criminals and accused persons from India to foreign and Commonwealth countries and *vice versa*, and general administration of the Indian Extradition Act, 1903 (XV of 1903), and extra-territoriality.
6. Preventive detention in India for reasons of State connected with External and Commonwealth Affairs.
7. Repatriation of the nationals of foreign and Commonwealth States from India and deportation and repatriation of Indian nationals of foreign and Commonwealth countries to India.
8. All emigration under the Indian Emigration Act, 1922, from India to Overseas countries and the return of emigrants; immigration to India from the Union of South Africa or any other country to which the Reciprocity Act may apply.
9. All Consular functions.
10. Travel arrangements for traders, muleteers, porters and pilgrims from India to Tibet region of China and *vice versa*.
11. Liaison work connected with the Education Ministry's cultural scholarships schemes and nomination of private students of Indian origin domiciled abroad to reserve seats in medical and engineering colleges in India.
12. Matters relating to the State of Nagaland.
13. Political pensions paid to foreign refugees and descendants of those who rendered services abroad.
14. Ceremonial matters relating to foreign and Commonwealth Visitors and Diplomatic and Consular Representatives.
15. Matters in respect of Pondicherry, Goa, Daman and Diu, involving relations with France and Portugal.
16. Relations with States in special Treaty relations with India such as Sikkim and Bhutan.
17. Himalayan expeditions and permission to foreigners to travel beyond the "Inner Line".
18. Coordination and development measures in border areas.
19. United Nations, Specialised Agencies and other International Conferences.
20. Indian Foreign Service.

21. Indian Foreign Service Branch 'B'.
22. External Publicity.
23. Political treaties, agreements and conventions with foreign and Commonwealth countries.
24. (a) Pilgrimages to places outside India including the administration of the Port Haj Committee Act, 1932 and the Rules made thereunder and Indian Pilgrim Ships Rules, 1933, and pilgrim parties from India to shrines in Pakistan and *vice versa*.
(b) Protection and preservation of non-Muslim shrines in Pakistan and Muslim shrines in India in terms of Pant-Mirza Agreement of 1955.
25. Abducted Persons (Recovery and Restoration).
26. Evacuation of non-Muslims from Pakistan to India.
27. Protection of rights of the Minority Communities in India and Pakistan (except rehabilitation of Muslim migrants who have returned from East Pakistan to West Bengal under the Nehru-Liaquat Pact; rehabilitation of Muslims internally displaced in West Bengal at the time of communal disturbances on the partition of the country; and restoration of mosques and other places of religious worship to Muslims in West Bengal).
28. Non-Muslim migration from Pakistan and Muslim migration from India.
29. Recovery of advances granted to the evacuees from Burma, Malaya, etc., during the years 1942-47 and residual work relating to refugees given asylum in India during World War II.
30. Notification regarding commencement or cessation of a state of war.
31. Foreign Jurisdiction.
32. Piracies and crimes committed on the high seas or in the air; offences against the law of nations committed on land or the High Seas or in the Air.
33. Inquiries and statistics for the purposes of any of the subjects allotted to this Ministry.
34. Fees in respect of any of the subjects allotted to this Ministry.
35. Offences against laws with respect to any of the subjects allotted to this Ministry.
36. Hospitality Grant of the Government of India.
37. Demarcation of the land frontier of India.
38. Border raids and incidents on the land borders of India.
39. Diplomatic flight clearances for non-scheduled chartered flights of foreign civil and military aircraft transiting India.
40. Matters relating to the Continental Shelf, Territorial Waters, Contiguous Zone and question of fishery rights in the High Seas and other questions of International Law.
41. Economic and technical assistance given by India to the Government

of Nepal under the Colombo Plan for Cooperative Economic Development.

III. ORGANISATION

The Ministry of External Affairs consists of a Secretariat and two Subordinate Offices. There is no Attached Office functioning under the Ministry. In addition, there are a large number of Indian Diplomatic and Consular Offices situated practically all over the world. But these Offices, by virtue of their peculiar and unique position, are not considered as either Attached or Subordinate Offices of the Ministry.

The Ministry is under the charge of the Minister of External Affairs, who is assisted by a Deputy Minister.

SECRETARIAT

Secretary	3
Additional Secretary	2
Joint Secretary	12
Director	11
Officer on Special Duty	2
Deputy Secretary	21
Under Secretary	86
Information Officer	7
Deputy Director	6
Senior Research Officer	13
Attache	12*
Dy. Comptroller (Hosp.)	1
Assistant Director	1
Research Officer	9
Publicity Officer	5
Assistant Legal Adviser	2
Law Officers	7
Section Officer	105

The Ministry of External Affairs is divided into 19 Divisions including nine Territorial Divisions. A short description of the functions of these Divisions is given below:

(i) to (ix) *Territorial Divisions*: The nine Territorial Divisions, viz., America, Europe, West Asia and North Africa, Africa, Pakistan (2 Divisions), Northern, East Asia and South Asia, deal exclusively with India's relations with foreign countries. Each Division covers a number of countries grouped on a geographical or territorial basis.

* Attaches are senior Section Officers working as branch officers in the Ministry.

(x) *Protocol Division*: The Protocol Division is responsible for ceremonial matters, the reception of foreign envoys and other dignitaries, the preparation of credentials and commissions concerning the appointment of Indian diplomatic and consular representatives, formal arrangements for the signing of treaties, agreements, etc.

(xi) *United Nations and Conference Division*: The United Nations and Conference Division is responsible for matters relating to the United Nations as also for international conferences held under the auspices of the United Nations and its specialised agencies.

(xii) *Passport, Emigration and Consular Division*: The Passport, Emigration and Consular Division deals with emigration, passport, visa and consular matters.

(xiii) *Legal and Treaties Division*: The Legal and Treaties Division is concerned with international legal problems arising in the Ministry, and those relating to the international organisations in which India may be interested, such as the International Court of Justice, the Administrative Tribunal of the United Nations, etc. Ratification of treaties and arrangements to which India is a party and their publication, are also a duty of this Division.

(xiv) *External Publicity Division*: The External Publicity Division is responsible for matters relating to Indian publicity abroad. It is under the charge of the Joint Secretary (External Publicity), who is assisted by two Directors, one Deputy Director and several Information Officers, Assistant Information Officers, and other staff.

Though the External Publicity Division is not directly responsible for the promotion of cultural exchanges with the foreign countries, the Division renders assistance to the Diplomatic and Consular Offices in organising exchange of goodwill missions, art exhibitions, music and dance troupes, etc. It also assists in India's participation in international fairs and festivals.

(xv) *Historical Division*: The Historical Division is responsible for the preparation of research papers and the maintenance of the Ministry's library.

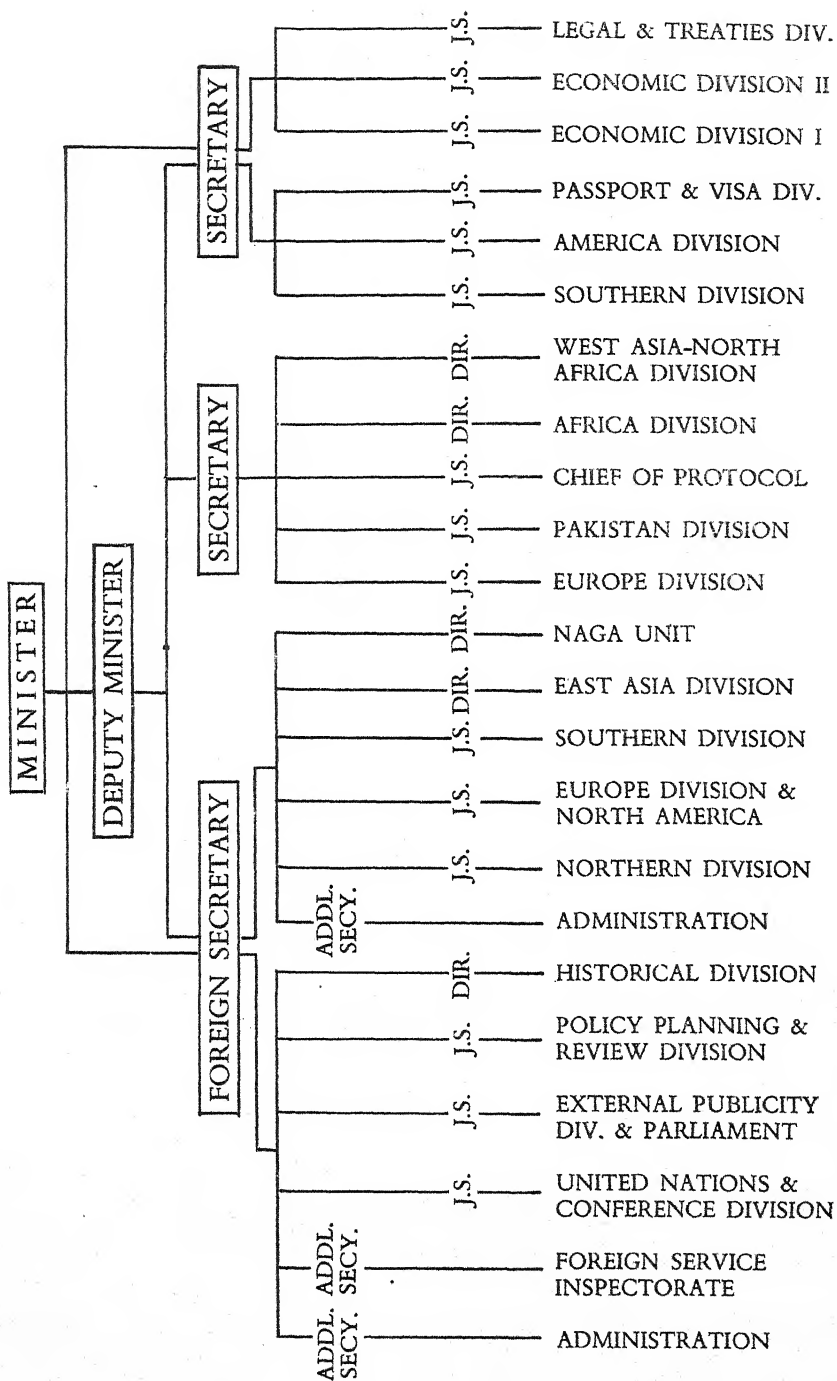
(xvi) *Administration Division*: The Administration Division deals with administration of personnel, establishment, and services and supplies relating to the Ministry, as a whole, and to the large number of Indian missions and posts abroad.

(xvii) *Economic Division*: The Economic Division is mainly concerned with technical and economic co-operation programmes between India and other countries.

(xviii) *Policy Planning and Review Division*: The Policy Planning and Review Division is responsible for evaluating the current foreign policies in the light of changing circumstances and formulating recommendations for future policies.

(xix) *Personnel, Security, Communications and Civil Defence Division*:

AS ON 1-7-1969



The Personnel, Security, Communications and Civil Defence Division looks after the problems of communications, security, etc., in the Ministry and of Indian Missions abroad.

In addition to these Divisions, there exists an Inspectorate in the Ministry of External Affairs for making an overall assessment of the working and effectiveness of the Indian Missions abroad and for reviewing the scales of allowances and amenities provided to the staff in these Missions. One of the Additional Secretaries in the Ministry heads the Inspectorate.

The detailed organisation of the Ministry of External Affairs is indicated in the chart placed alongside.

IV. SUBORDINATE OFFICES

(1) *The Central Passport and Emigration Organisation, New Delhi*

The Central Passport Organisation and the Emigration Organisation which had functioned as separate bodies till 1958, were amalgamated in January 1959, to form the Central Passport and Emigration Organisation. The Organisation has five regional offices located at Delhi, Lucknow, Calcutta, Madras and Bombay. The Regional Office at Lucknow deals with passport work only and the others are in charge of emigration work in addition to the passport work.

The emigration work, under the provisions of the Emigration Act of 1922, is attended to by the Protectors of Emigrants notified for the purpose. Thirteen Protectors of Emigrants have been appointed for various emigration posts. The Central Organisation ensures that the problems relating to emigration are dealt with on a uniform and All-India basis.

(2) *External Affairs Hostel, New Delhi*

The External Affairs Hostel, established in 1965, is intended to provide transit accommodation to officers and staff of the Ministry of External Affairs till they are able to arrange alternative accommodation.

INDIAN MISSIONS/POSTS ABROAD

<i>S. No.</i>	<i>Country</i>	<i>Location</i>	<i>Remarks</i>
<i>I Embassies (Resident)</i>			
1.	Afghanistan	Kabul	
2.	Algeria	Algiers	
3.	Argentina	Buenos Aires	Ambassador concurrently accredited to Paraguay as Ambassador and Uruguay as Minister.

<i>S. No.</i>	<i>Country</i>	<i>Location</i>	<i>Remarks</i>
4.	Austria	Vienna	Ambassador concurrently accredited to Luxembourg as Ambassador. Additionally, the Ambassador is India's Special Representative for Economic, Financial and Commercial Affairs and he is also accredited to the European Economic Community and the European Coal and Steel Community.
5.	Belgium	Brussels	
6.	Brazil	Rio-de-Janeiro	Ambassador concurrently accredited to Venezuela and Bolivia as Ambassador.
7.	Burma	Rangoon	Ambassador concurrently accredited to Colombia and Peru as Ambassador.
8.	Cambodia	Phnom Penh	
9.	Chile	Santiago	
10.	China	Peking	Ambassador concurrently accredited to Gabon and Congo (Brazzaville) Incharge of a First Secretary/Charg d' Affairs, Ambassador resident in Mexico.
11.	Congo	Kinshasa	
12.	Cuba	Havana	
13.	Czechoslovakia	Prague	Incharge of a Counsellor, Charge d' Affairs. Ambassador resident in Sweden
14.	Denmark	Copenhagen	
15.	Ethiopia	Addis Ababa	
16.	Finland	Helsinki	
17.	France	Paris	Ambassador concurrently accredited to Mali as Ambassador.
18.	Federal Republic of Germany	Bonn	
19.	Guinea	Conakary	Ambassador concurrently accredited to Albania as Minister and as High Commissioner to Malta and First Secretary concurrently accredited to the Republic of San Marino as Council General.
20.	Hungary	Budapest	
21.	Italy	Rome	
22.	Indonesia	Djakarta	
23.	Iran	Tehran	Incharge of First Secretary/Charg d' Affairs. Ambassador resident in the Beirut.
24.	Iraq	Baghdad	
25.	Ireland	Dublin	
26.	Japan	Tokyo	
27.	Jordan	Amman	

S.No.	Country	Location	Remarks
28.	Kuwait	Kuwait	Ambassador's jurisdiction extends to Gulf Sheikhdoms, viz., Bahrain, Dubai and Muscat.
29.	Laos	Vientienne	Ambassador concurrently accredited as Ambassador to Jordan and as High Commissioner to Cyprus. Incharge of First Secretary/Charge d' Affairs. Ambassador resident in Cairo.
30.	Lebanon	Beirut	
31.	Libya	Tripoli	
32.	Malagasy	Tananarive	Ambassador concurrently accredited as Consul General to Reunion Island and Comores.
33.	Mexico	Mexico City	Ambassador concurrently accredited to Cuba and Panama as Ambassador.
34.	Morocco	Rabat	Ambassador concurrently accredited to Tunisia as Ambassador.
35.	Nepal	Kathmandu	Ambassador concurrently accredited to Bulgaria as Ambassador.
36.	Netherlands	The Hague	
37.	Norway	Oslo	
38.	Philippines	Manila	
39.	People's Republic of Southern Yemen	Aden	
40.	Poland	Warsaw	
41.	Rumania	Bucharest	
42.	Saudi Arabia	Jeddah	
43.	Senegal	Dakar	
44.	Somalia	Mogadishu	
45.	Spain	Madrid	Ambassador concurrently accredited to Finland as Ambassador.
46.	Sudan	Khartoum	
47.	Sweden	Stockholm	
48.	Switzerland	Berne	
49.	Syrian Arab Republic	Damascus	Ambassador concurrently accredited to the Vatican as Ambassador.
50.	Thailand	Bangkok	
51.	Tunisia	Tunis	
52.	Turkey	Ankara	Incharge of First Secretary/Charge d' Affairs. Ambassador resident in Rabat.
53.	United Arab Republic	Cairo	
54.	Union of Soviet Socialist Republics	Moscow	Ambassador concurrently accredited as Ambassador to Libya and Minister to Yemen.
55.	United States of America	Washington	

<i>S. No.</i>	<i>Country</i>	<i>Location</i>	<i>Remarks</i>
56.	Yugoslavia	Belgrade	Ambassador concurrently accredited to Greece as Ambassador.

II *Embassies (Non-resident)*

1.	Bolivia		Ambassador resident in Rio-de Janeiro.
2.	Bulgaria		Ambassador resident in Bucharest.
3.	Burundi		Ambassador resident in Kampala.
4.	Cameroun		Ambassador resident in Lagos.
5.	Columbia		Ambassador resident in Santiago (Chile)
6.	Congo (Brazzaville)		Ambassador resident in Kinshasa
7.	Costa Rica		Minister resident in Washington accredited as Ambassador.
8.	Dahomey		Ambassador resident in Lagos.
9.	Gabon		Ambassador resident in Kinshasa.
10.	Greece		Ambassador resident in Belgrade.
11.	Ivory Coast		Ambassador resident in Dakar.
12.	Liberia		Ambassador resident in Accra.
13.	Luxembourg		Ambassador resident in Brussels.
14.	Mali		Ambassador resident in Conakry.
15.	Mauritania		Ambassador resident in Dakar.
16.	Mongolia		Ambassador resident in Moscow.
17.	Panama		Ambassador resident in Mexico City.
18.	Paraguay		Ambassador resident in Buenos Aires.
19.	Togo		Ambassador resident in Lagos.
20.	Peru		Ambassador resident in Santiago.
21.	Rwanda		Ambassador resident in Kampala.
22.	Upper Volta		Ambassador resident in Dakar.
23.	Venezuela		Ambassador resident in Rio-de-Janeiro.

III *High Commissions (Resident)*

1.	Australia	Canberra	
2.	Guyana	George Town	
3.	Canada	Ottawa	
4.	Ceylon	Colombo	High Commissioner accredited to Maldives.
5.	Ghana	Accra	High Commissioner accredited to Liberia as Ambassador and as High Commissioner to Sierra Leone.
6.	Kenya	Nairobi	
7.	Malawi	Blantyre	Incharge of an Acting High Commissioner.
8.	Malaysia	Kuala Lumpur	
9.	Mauritius	Port Louis	
10.	New Zealand	Wellington	

S. No.	Country	Location	Remarks
11.	Nigeria	Lagos	High Commissioner concurrently accredited to Togo, Dahomey and Cameroun as Ambassador.
12.	Pakistan	Islamabad/ Karachi	
13.	Singapore	Singapore	High Commissioner concurrently accredited as High Commissioner to Jamaica, Barbados, Antigua, Grenada, Dominica, St. Kitts, St. Lucia, St. Vincent and Montserrat, and as Consul General to Surinam.
14.	Trinidad and Tobago	Port of Spain	
15.	Uganda	Kampala	High Commissioner concurrently accredited as Ambassador to Rwanda and Burundi.
16.	United Kingdom	London	
17.	United Republic of Tanzania.	Dar-es-Salaam	
18.	Zambia	Lusaka	

High Commissions (Non-resident)

- | | | |
|----|--------------|--|
| 1. | Cyprus | High Commissioner resident at Beirut. |
| 2. | Sierra Leone | High Commissioner resident in Accra. |
| 3. | Jamaica | High Commissioner resident in Port of Spain. |
| 4. | Malta | High Commissioner resident in Rome. |
| 5. | Gambia | High Commissioner resident in Dakar. |

Deputy High Commission/Assistant High Commission

- | | | | |
|----|-----------|--------|------------------------------|
| 1. | Pakistan | Dacca | Deputy High Commissioner |
| 2. | Ceylon | Kandy | Assistant High Commissioner. |
| 3. | Australia | Sydney | Deputy High Commissioner. |

Commissions (Resident)

- | | | |
|----|-----------|-----------|
| 1. | Fiji | Suva |
| 2. | Hong Kong | Hong Kong |
| 3. | Kenya | Mombasa |

Commissions (Non-resident)

- | | | |
|----|---------|---|
| 1. | Antigua | Commissioner resident in Port of Spain. |
|----|---------|---|

S. No.	Country	Location	Remarks
2.	Barbados		Commissioner resident in Port of Spain.
3.	Dominica		—do—
			—do—
4.	Grenada		—do—
5.	Montserrat		—do—
6.	St. Kitts		—do—
7.	St. Lucia		Commissioner resident in
			—do—
8.	St. Vincent		—do—
			—do—

Legations (Non-resident)

1.	Albania	Minister resident in Rome.
2.	Uruguay	Minister resident in Buenos Aires.
3.	Vatican	Minister resident in Berne.
4.	Yemen	Minister resident in Cairo.

Consulates General (Resident)

1.	Denmark	Copenhagen	Hon. Consul General (Functioning under the Ambassador).
2.	Germany (Federal Republic)	Berlin	Ambassador resident in Bonn.
3.	—do—	Frankfurt	—do—
4.	—do—	Hamburg	—do—
5.	Japan	Kobe	Ambassador resident in Tokyo.
6.	Muscat	Muscat	
7.	South Korea	Seoul	
8.	North Korea	Pyongyang	
9.	Switzerland	Geneva	Resident Consul General.
10.	United States of America	New York	Ambassador resident in Washington.
11.	—do—	San Francisco	Resident Consul General, Ambassador resident in Washington.
12.	Vietnam (North)	Hanoi	
13.	Vietnam (South)	Saigon	
14.	Paraguay	Asuncion	Hon. Consul General.

Consulates General (Non-resident)

1.	Comores	Consul General resident in Tananarive.
2.	Republic of San Marino	Consul General resident in Rome
3.	Re-Union Island	Consul General resident in Tananarive.

S. No.	Country	Location	Remarks
4.	Surinam		Consul General resident in Port of Spain.
<i>Consulates (Resident)</i>			
1.	Afghanistan	Jalalabad	Consul. Ambassador resident in Kabul.
2.	Afghanistan	Kandahar	Consul. Ambassador resident in Kabul.
3.	Belgium	Ghent	Hon. Consul. Ambassador resident in Brussels.
4.	Burma	Mandalay	Consul. Ambassador resident in Rangoon.
5.	Canary Islands	Las Palmas	Hon. Consul.
6.	French Somaliland	Djibouti	Hon. Consul.
7.	Germany (Federal Republic)	Munich	Hon. Consul. Ambassador resident in Bonn.
8.	—do—	Stuttgart	-do-
9.	Greece	Athens	Hon. Consul. Ambassador resident in Bonn.
10.	Iran	Khorramshahr	Consul. Ambassador resident in Tehran.
11.	Italy	Genoa	Hon. Consul. Ambassador resident in Rome.
12.	Indonesia	Medan	Ambassador resident in Djakarta.
13.	Iraq	Basra	Ambassador resident in Baghdad.
14.	U.S.S.R.	Odessa	Ambassador resident in Moscow.
15.	U.S.A.	Cleveland	Hon. Consul. Ambassador resident in Washington.
16.	—do—	Honolulu	-do-
17.	Panama	Bandar Abbas	Hon. Consul. Ambassador resident in Mexico City.

Vice Consulate (Resident)

1.	Iran	Zahidan	Ambassador resident in Tehran.
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Trade Commissions & Office (Resident)

1.	Canada	Vancouver	High Commissioner resident in Ottawa.
2.	Bahrein	Bahrein	In charge of a Trade Agent
3.	Dubai	Dubai	-do-

Special Missions (Resident)

1.	Political Office, Sikkim	Gangtok	Political Officer.
2.	Special Office, Thimpu (Bhutan)	Thimpu	Special Officer. Political Officer resident in Gangtok.

S. No.	Country	Location	Remarks
3.	Permanent Mission of India to the United Nations.	New York	Permanent Representative.

New Missions (Non-resident)

- | | | |
|----|---------------------|----------------------------------|
| 1. | Congo (Brazzaville) | Ambassador resident in Kinshasa. |
| 2. | Gabon | —do— |
| 3. | Mali | Ambassador resident at Conakry. |

New Resident Missions Being Opened

- | | | | |
|----|-----------|---------|--|
| 1. | Bulgaria | Sofia | Under the charge of First Secretary/ Charge d' Affairs. |
| 2. | Peru | Lima | Under the charge of First Secretary cum/Charge d' Affairs. |
| 3. | Venezuela | Caracas | Under the charge of First Secretary/ Charge d' Affairs. |

STRENGTH OF STAFF

Secreteriat	1289
Indian Mission Abroad	1274
Subordinate Offices	415

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The following are some of the important publications brought out by the Ministry of External Affairs:

1. *Annual Report of the Ministry.*
2. *List of India's Representatives Abroad.*
3. *Foreign Affairs Record (Monthly).*

MINISTRY OF DEFENCE

THE MINISTRY OF DEFENCE traces its origin to the year 1776, when a Military Department was first set up in the Supreme Government during the East India Company's rule. It was mainly responsible for recording of orders affecting the army, passed in other departments, and for maintaining a complete list of army personnel. These functions were earlier transacted in the Public Department. The new Military Department, though under a separate Secretary, was considered a Branch of the Public Department.

The responsibility of military operations was with the Commander-in-Chief. Secretariat functions connected with this and other military matters were transacted in the Secret Department. In 1786, the Secret Department was divided into three distinct Branches, *viz.*, the Secret Political Department, the Secret Military Department and the Secret Foreign Department. The Secret Military Department was made responsible for all personal applications from persons in the military service, whether in His Majesty's or the Company's troops, all military subjects except matters of accounts and of a political nature, correspondence with the Presidents and Councils at the other Presidencies on such subjects, military commissions, etc. Simultaneously, the Military Department (under the Public Department) was reconstituted as the Military Department of Inspection, to deal with memorials regarding military ranks, final audit of military accounts, military contracts and agencies, etc. These were, thus two distinct Departments at

this time conducting the military business of the Government of India.

In 1798 the title 'Secret' was dropped from the Political, Military and Foreign Departments. A year later a distinct Secret Department was set up, which alongwith the Political and Foreign Departments was placed under one Secretary. A separate Secretary headed the Military Department. A little later the Military Department of Inspection was merged with the Military Department.

The Charter Act of 1833 brought about a number of changes in the constitutional and administrative set-up. This included an attempt to separate the secretariat of the Government of India from that of the Government of Bengal. As a corollary to this, the Military and Secret Departments as also the law consultation functions became the exclusive concern of the Government of India. For the remaining Departments, a joint secretariat arrangement for the Government of India and the Government of Bengal continued till 1943, when an entirely separate secretariat for the Government of India was set up. The Secretariat was organised in four Departments including the Military Department, each under a separate Secretary.

In 1864, the Military Accounts Department of the three Presidencies were merged in the Military Department. But the army continued to be organised on Presidency basis. A Commission of Enquiry set up after the Afghan War of 1878-80 recommended the abolition of this system. This recommendation was accepted by the Government but due to a variety of reasons it was implemented only in April 1895, when the Presidency armies were unified into a single Indian Army. For administrative convenience the Army was divided into four Commands, *viz.*, Punjab (including the North West Frontier), Bengal, Madras (including Burma) and Bombay (including Sind, Quetta and Aden).

The supreme authority over the Indian Army was vested in the Governor-General-in-Council, subject to the control of the Crown, which was exercised by the Secretary of State for India. In the Council, there were two members responsible for military affairs, of whom one was the Military Member, who supervised all administrative and financial matters of the Army and the other was the Commander-in-Chief himself, who was responsible for all operational matters. The proposals of the Commander-in-Chief were to be submitted to the Government through the Military Member, who acted as a channel for communication of the orders of Government. The Military Member was always an officer of the British or the Indian Army. This dual system of control was not found quite satisfactory, and accordingly the Secretary of State for India invited, in 1905, proposals for the reform of military administration in India. Lord Kitchner, who has then the Commander-in-Chief, suggested that the Commander-in-Chief should be the sole adviser of the Government of India on military affairs, because he considered it essential for the Government to have objective advice in

Military administration. Lord Curzon opposed the idea, as also the other members of the Council (excluding Lord Kitchner). Ultimately, the Secretary of State decided that purely military services should be controlled by the Commander-in-Chief, while the services relating to supplies and manufacture should be under the control of a Military Member. This decision ultimately led to the resignation of Lord Curzon. The post of Military Member was abolished in 1909, when the Commander-in-Chief became the Army Member of the Council, and the sole military adviser to the Government of India. Subsequently, the Military Department was renamed as the Army Department.

Though, in 1909, the Commander-in-Chief became the head of the Army Department and the sole Military Adviser, the ultimate authority in regard to military administration continued to be vested in the Governor-General, who had to pay due regard to all orders and instructions received from the Secretary of State. The Secretary of State's principal adviser on Indian military affairs was the Secretary in the Military Department of the Indian Office. The post was filled by a senior Indian army officer with Indian experience. The Military Secretary in the Indian Office, in turn, was assisted by an officer of the Indian Army. In order that the Military Secretary of the Indian Office could keep in touch with the current Indian affairs, he was expected to pay several visits to India during the tenure of his office.

In India, the Army Department was administered by a Secretary who, like other Secretaries in the Civil Departments, enjoyed the right of direct access to the Viceroy. The Army Department dealt with all army services and also looked after the administration of the navy and ecclesiastical affairs. The Army Secretary had no direct contact with the troops and all orders of Government concerning them were issued by the Commander-in-Chief.

No significant change in India's defence administration was introduced by the Government of India Act of 1935. As before (and till the transfer of power), defence expenditure was not subject to the vote of the Central legislature. The Army Department was re-designated as the Defence Department in 1938. In 1942, the Defence Department was split up into two Departments, *viz.*, the War Department and the Defence Department. The latter Department was placed under an Indian Defence Member, but the position of the Commander-in-Chief remained virtually unaltered. At the end of World War II the Defence Department was merged with the War Department, which was later redesignated as the Department of Defence. In August 1947, the Defence Department became the Ministry of Defence under the charge of a Cabinet Minister.

With the attainment of Independence, radical changes took place in defence administration. In fact, certain important changes had commenced a little earlier. Before September 1946, when the Interim Government first assumed power, the Commander-in-Chief was not only the Supreme

Commander of all the three Services, *viz.*, the Army, the Navy and the Air Force, but also occupied a special position in Government, second only to that of the Governor-General. With the setting up of the Interim Government, a popular Minister was placed in charge of the Defence Portfolio, and the Commander-in-Chief remained as the operational head of the three Services. Thus, the Defence Ministry assumed its proper position which had tended to become obscure as a result of the earlier system of combining in one person the functions of the Defence Member and the Commander-in-Chief.

On August 15, 1947, each Service was placed under its own Commander-in-Chief. Under the Constitution of India the Supreme Command of the Armed Forces of the Indian Republic vests in the President. In 1955, the title of 'Commander-in-Chief, was abolished and the three Service Chiefs were designated as the Chief of the Army Staff, the Chief of the Naval Staff, and the Chief of the Air Staff respectively.

In November 1962, a Department of Defence Production was set up in the Ministry of Defence to deal with research, development and production of defence equipment. The Department of Defence Supplies was created in the Ministry of Defence in November 1965 for planning and execution of schemes for substitution of import requirements for defence purposes.

II. FUNCTIONS

The Ministry of Defence is responsible for the following subjects:

1. Defence of India and every part thereof including preparation for defence and all such acts as may be conducive in times of war to its prosecution, and after its termination to effective demobilisation.
2. The Armed Forces of the Union, namely, Army, Navy and Air Force.
3. The Reserves of the Army, Navy and Air Force.
4. The Territorial Army and the Auxiliary Air Force.
5. The National Cadet Corps, the Auxiliary Cadet Corps and the Lok Sahayak Sena.
6. Works relating to Army, Navy, Air Force and Ordnance Factories.
7. Remounts, Veterinary and Farms Organisation.
8. Canteen Stores Department (India).
9. Civilian Services paid from Defence Estimates.
10. Hydrographic surveys and preparation of navigational charts.
11. Formation of Cantonments, delimitation/excision of Cantonment areas, local self-government in such areas, the constitution and powers within such areas of Cantonment Boards and authorities and the regulation of house accommodation (including the control of rents) in such areas.

12. Acquisition, requisitioning, custody and relinquishment of land and property for defence purposes. Eviction of unauthorised occupants from defence land and property.
13. Matters relating to ex-Servicemen including pensioners.

Department of Defence Production

14. Defence Production and Inspection Organisation.
15. Hindustan Aeronautics Limited.
16. Bharat Electronics Limited.
17. Mazagon Docks Limited, Bombay.
18. Praga Tools Corporation Limited, Hyderabad.
19. Garden Reach Workshops Limited, Calcutta.
20. Bharat Earth Movers Limited.
21. Defence Research and Development Organisation.
22. Any other matter that may be assigned by the Prime Minister from time to time.

Department of Defence Supplies

23. Planning for substitution of import requirements for defence purposes, particularly in the fields of electronics, instrumentation, vehicles and ship-building, and the preparation of detailed schemes in this regard.
24. Development of electronics and coordination amongst its various users.
25. Implementation of such schemes through the utilisation of the industrial capacity in the country for research and development work and for manufacture.
26. Coordination of scientific and technological research and development work in the country with the work of the Defence Research and Development Organisation.
27. Any other matter that may be assigned by the Prime Minister from time to time.

III. ORGANISATION

The Ministry of Defence consists of a Secretariat, three Services Headquarters, and a number of Inter-Service organisations and training institutions. The Ministry has also under it two Departments, *viz.*, the Department of Defence Production and the Department of Defence Supplies.

Policy decisions on defence subjects are taken by a network of committees. This includes seven Committees which are attached to the Cabinet Secretariat, *viz.*, the Defence Committee of the Cabinet, three Defence Minister's

(Inter-Service) Committees, and three Defence Minister's Army, Navy and Air Force Committees.

The Defence Committee of the Cabinet, which is headed by the Prime Minister, deals with all important questions on behalf of the Cabinet relating to 'Defence' and reports to the Cabinet on such matters as it considers necessary. The policy decisions reached are communicated by the Ministry of Defence to the three Service Headquarters for implementation.

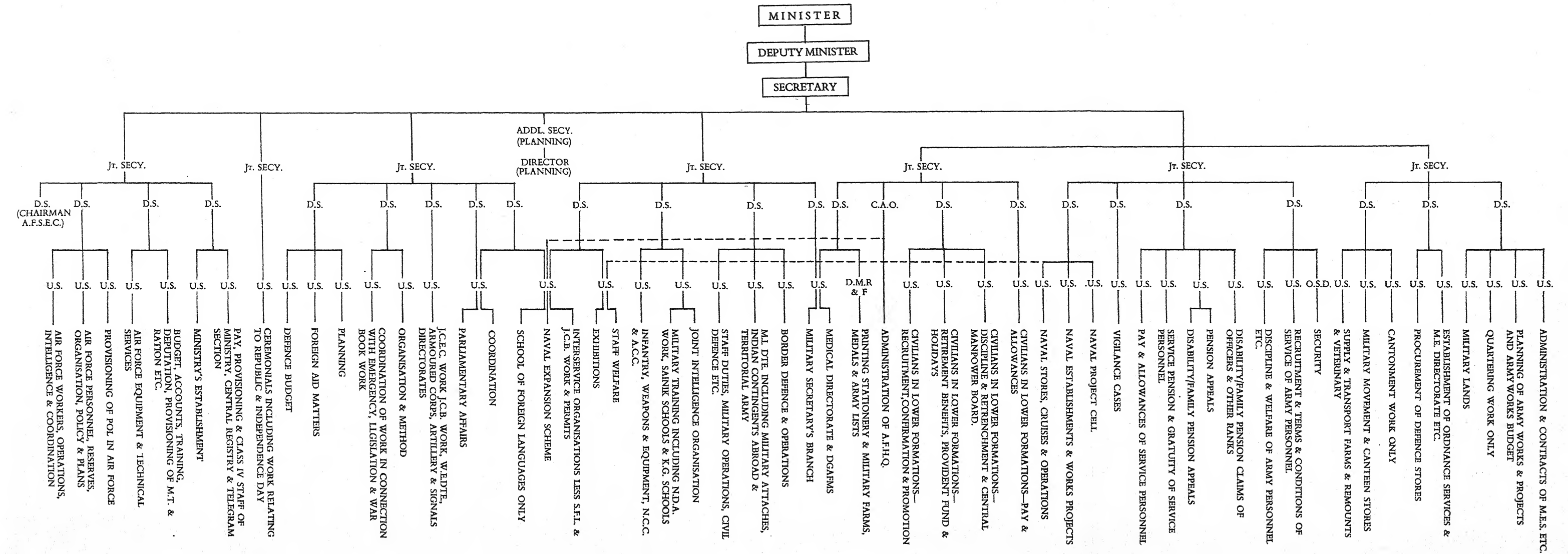
There are three Defence Minister's (Inter-Service) Committees, composed of the Defence Minister, the Minister of Defence Production, the Deputy Defence Minister, the three Chiefs of Staff, the Defence Secretary, the Financial Adviser (Defence) and the Scientific Adviser. The Defence Minister's three Inter-Service Committees deal respectively with (a) plans and papers on Defence subjects; (b) welfare problems relating to the three services; and (c) matters pertaining to works and construction of all the three Services.

The Defence Minister's Army, Navy and Air Force Committee deal with important policy matters pertaining to each of these services. Two other committees under the chairmanship of the Defence Minister are: the Production Committee and the Appellate Committee on Pensions. The Production Committee provides policy directions to step up indigenous production of defence stores and equipment to meet the requirements of the armed forces. The Committee is presided over by the Minister of Defence and includes among its members the Minister of Defence Production, the Deputy Defence Minister, the three Chiefs of Staff, the Financial Adviser (Defence), the Defence Secretary and the Secretary, Department of Defence Production, and the Scientific Adviser.

The Appellate Committee on Pensions provides a final forum of appeal in respect of disability and family pension claims of the personnel of the Armed Forces. The Committee consists of the Minister of Defence, the Minister of Defence Production, the Deputy Defence Minister, the Defence Secretary, Director-General, Armed Forces Medical Services, the Financial Adviser (Defence) and the Judge Advocate-General of a Service other than that to which the applicant belonged.

In defence research matters, the Minister of Defence is assisted by the Defence Research and Development Council. The Council is responsible for coordinating and directing scientific research relating to defence problems, particularly the development and improvement of equipment required by the armed forces. The Council consists of the Defence Minister; the Minister of Defence Production; the Defence Secretary; the Secretary, Defence Production; the three Chiefs of the Staff; the Financial Adviser (Defence); the Scientific Adviser; the Director-General of Armed Forces Medical Services; the Director General, Council of Scientific and Industrial Research; the Chairman, University Grants Commission; and the Director, Indian Institute of Sciences, Bangalore.

MINISTRY OF DEFENCE



The Ministry of Defence is in the charge of a Cabinet Minister, who is assisted by a Minister of Defence Production (of the rank of Minister of State), and a Deputy Minister.

SECRETARIAT

Secretary, Defence	1
Secretary, Department of Defence	
Production	1
Additional Secretary	2
Joint Secretary	11
Deputy Secretary	25
Officer on Special Duty	1
Under Secretary	52
Senior Research Officer	2
Section Officer	80

The Secretariat of the Ministry of Defence is organised into 16 Divisions, viz., the Divisions of Air Force; Navy; Army; Inter-Service Organisations; Ceremonial; Military Pay, Allowances and Pensions; Military Training; Staff Duties and Military Attaches; Civilians in Lower Formations; Medical Supply, Transport; Military Movement and Canteen Stores; Procurement of Defence Stores; Military Land and Works; Coordination; Defence Budget; Vigilance and O. & M. These Divisions are further divided into 75 Sections. The detailed organisation of the Ministry is indicated in the chart placed along side.

Some of the Sections in the Ministry of Defence have recently begun to follow an officer-oriented system, under which the Section Officer himself initiate examination of a case. Assistance is provided to him for typing and coordination and management of records.

IV. SERVICES HEADQUARTERS

Army Headquarters

The Army Headquarters functions directly under the Chief of the Army Staff. He is assisted by the Vice-Chief of the Army Staff, four Principal Staff Officers (Deputy Chief of the Army Staff, Adjutant General, Quarter-Master General, Master General of Ordnance) and two heads of Branches (Military Secretary and Engineer-in-Chief). The Vice Chief of the Army Staff generally acts on behalf of the Chief of the Army Staff in his absence and deals directly with certain subjects. The six branches in the Army Headquarters are described below:

- (i) *General Staff Branch*: This Branch deals with questions pertaining

to military policy, military operations, intelligence, military training and education, the organisation and distribution of the Army, inter-communication services, coordination of policy regarding equipment including provisioning, training and equipment of all Armoured Corps units, artillery units, advice and suggestions on infantry matters, maintenance and supply of maps, plans and development of survey methods, the Territorial Army, and the Defence Security Corps. The General Staff Branch consists of 13 Directorates, of which six Directorates are under the Vice-Chief of the Army Staff and seven under the Deputy Chief of the Army Staff.

(ii) *Adjutant General's Branch*: This Branch is responsible for manpower recruitment, general policy regarding leave, promotion, discipline, pay and allowances and pensions, general welfare, morale, health (as advised by the Director of Medical Services), military law (as advised by the Judge Advocate-General) and budget estimates for pay and allowances of all personnel of the Army (other than industrial and work-charged).

The Adjutant-General's Branch is organised in four Directorates and the offices of the Judge Advocate General, the Provost Marshal, and the Chief Statistical Officer.

(iii) *Quartermaster General's Branch*: This Branch is responsible for movements of personnel, stores and equipment, provision, storage, inspection and issue of fuel, food stuffs and forage, works policy, administration of the military farms, remount and veterinary services, army postal, pioneer and canteen services; fire-fighting services, technical examination of military engineering works bills, etc.

The Quartermaster-General's Branch is divided into seven Directorates. It has also under it the office of the Chief Technical Examiner of Works and Chief Canteens Officer.

(iv) *Master-General of the Ordnance Branch*: It deals with procurement policy, provision, storage, recovery, repair, maintenance and issue of all ordnance stores and equipment, armaments and ammunition, signal equipment, general stores, clothing and supply of common-user items to the Navy and Air Force.

The three units under the Master-General Ordnance are the Directorate of Ordnance Services, Directorate of Electrical and Mechanical Engineering and the Procurement and Progressing Organisation.

(v) *Engineer-in-Chief's Branch*: This Branch advises the Chief of Staff of the three Services and the Director-General of Ordnance Factories on matters concerning works, including:

- (a) Design, provision, construction and maintenance of all accommodation and works for the three Services including dock installations and airfields, military roads, water supply, electricity and lighting services, refrigeration and furniture.

- (b) Raising of Engineer units (including transportation, bomb disposal and mines clearing units), their technical training, organisation, and administration; operational planning and employment.
- (c) Procurement, holding and distribution of engineering stores (including transportation stores).
- (d) Administration of personnel of the Military Engineering Service and Corps of Engineers.
- (e) Work study of specific projects and cantonment planning.

The Engineer-in-Chief's Branch is organised into four Directorates and two other Offices, *viz.*, the Directorate of Personnel, Directorate of Engineer Stores and Plants, Directorate-General of Works, (Directorate of Work Study) and the Directorate of Cantonment Planning. The other two offices under this Branch are — the office of the Chief of the Inspector of Works and the office of the Brigadier, Engineer Staff.

(vi) *Military Secretary's Branch*: It is responsible for the grant of all types of commissions in the Army, postings, transfers, promotions, release, retirement, resignation and invalidment of all non-medical officers of the army. It maintains the confidential reports and personal records of all non-medical officers of the army, and provides the secretariat for the selection boards, which recommend officers for promotion to senior ranks. This Branch also deals with the grant of honours and awards to army officers and honorary commission in the army to civilians.

Commands and Areas: Under the Army Headquarters, the Army is organised into four Commands — Western, Central, Eastern and Southern — each under a General Officer Commanding-in-Chief of the rank of Lieutenant-General. The Command is divided into Areas, each under the Command of a General Officer Commanding of the rank of a Major-General and, the Areas are in their turn divided into independent sub-areas and sub-areas, each under the command of a Brigadier. There are static formations; the operational mobile formations corresponding to the command, area and sub-area being respectively army, division and brigades. In so far as the organisation of an active formation is concerned, a corps headquarters is provided between an army and its divisional headquarters to command and control two or more divisions or a combination of divisions, brigade groups and independent brigades.

Naval Headquarters

The Naval Headquarters headed by the Chief of the Naval Staff controls the administration and operation of all ships and establishments. He is assisted by four Principal Staff Officers and a Naval Secretary, who are responsible for the functions as indicated below:

- (i) *Vice-Chief of the Naval Staff*: He is responsible for all work

connected with operations, plans, weapon policy, naval intelligence, communications, hydrography, submarine arm, and acquisition and works projects. In addition, the Vice-Chief of the Naval Staff is the coordinator of the work of the other Branches in Naval Headquarters and deputises for the Chief of the Naval Staff in his absence.

The Office of Vice-Chief of the Naval Staff is organised into nine Directorates and the Office of the Chief Hydrographer.

(ii) *Chief of Personnel*: He is responsible for recruitment, terms and conditions of service, training, welfare and discipline of all Service and civilian personnel of the Navy. He is also responsible for education, medical supply, victualling, and legal affairs of the Navy.

The Office of the Chief of Personnel is divided into seven Directorates. There is also a Judge Advocate-General working under the Chief of Personnel.

(iii) *Chief of Material*: He is responsible for the provision of ships, weapons and equipments, Naval dockyards and Naval Stores. He is also responsible for naval armament supply and inspection, and for research and development.

The Office of the Chief of Material is divided into ten Directorates.

(iv) *Assistant Chief of the Naval Staff*: He is responsible for the general direction and coordination of all naval air matters including policy, operations, staff and stores aspects, and functional control over the training and administration of Naval Air Units.

The Office of the Assistant Chief of the Naval Staff consists of the Directorates of Air Staff Division and Naval Air Material.

(v) *Naval Secretary*: The Naval Secretary is responsible for publications, records and establishment matters of the Naval Headquarters.

On the operational and administrative sides, the Chief of Naval Staff is assisted by three Commands, *viz.*, the Flag Officer Commanding-in-Chief, Western Naval Command, Bombay, the Flag Officer Commanding-in-Chief, Eastern Naval Command, Visakhapatnam, and Commodore Commanding, Southern Naval Area, Cochin.

The Flag Officer Commanding-in-Chief, Western Naval Command, Bombay controls all ships and those establishments of the Navy situated in or near Bombay, including those at Jamnagar and Lonavala. He is also responsible for the administrative and operational control of all the ships based on Bombay. The Flag Officer Commanding-in-Chief Eastern Naval Command, Visakhapatnam, is responsible for all shore establishments in Visakhapatnam, Calcutta, Andamans, Nicobars and Madras. He also controls the ships based on the East Coast. The Commodore Commanding, Southern Naval Area, Cochin, is responsible for all shore establishments situated in or near Cochin including Coimbatore and Goa together with the ships and aircrafts based there.

Air Headquarters

The Air Headquarters is under the Chief of the Air Staff, who is responsible for the command, discipline, operation, training and efficiency of the air force. He is assisted by four Principal Staff Officers. Air Headquarters consists of three branches, which are described below:

(i) *Air Staff Branch*: This branch deals with policy, establishment, training, operations, signals and intelligence matters of the air force. It is divided into two groups, one under the Vice-Chief of the Air staff and the second under the Deputy Chief of the Air Staff. The groups under the Vice-Chief and the Deputy Chief of the Air Staff consists of six and five Directorates respectively.

(ii) *Administration Branch*: This Branch is under an Air Officer-in-Charge (Administration), who is responsible for air force works, personnel matters of officers and airmen, accounting, medical services (Air) and legal advice on matters relating to Air Force Law. There are eight functional units under the control and supervision of the Air Officer-in-Charge (Administration).

(iii) *Maintenance Branch*: This Branch is under an Air Officer-in-Charge (Maintenance), who is responsible for maintenance facilities, and for the provision and stocking of equipment for operational efficiency and preparedness of the air force as also for providing maintenance facilities. There are five Directorates under the charge of the Air Officer-in-Charge (Maintenance).

There are five Commands under the Air Headquarters, *viz.*, the Western Air Command, the Central Air Command, the Eastern Air Command, the Maintenance Command and the Training Command. The Western, Central and Eastern Air Commands have under their control all flying units in their areas. The Training Command controls all training institutions for both the flying and ground training of officers of I.A.F. The Maintenance Branch has under its control all the units responsible for the repair and/or storage of aircrafts, armaments, etc.

V. INTER-SERVICE ORGANISATIONS

1. *Office of the Chief Administrative Officer*

The Chief Administrative Officer is responsible for the organisation and general administration of gazetted and non-gazetted staff of the Armed Forces Headquarters and the Inter-Service Organisations, *e.g.*, recruitment, promotion, confirmation, reversion, retrenchment, discipline, pay, allowances, leave and welfare. He also deals with matters relating to the provision of office accommodation for the Defence Headquarters and residential accommodation for service officers employed in the Armed Forces Head-

quarters and the Inter-Service Organisations.

2. *Directorate General, National Cadet Corps*

The Directorate General, National Cadet Corps is under the charge of a Director-General of the rank of a Major-General. The Directorate is responsible for matters connected with the National Cadet Corps and the Auxiliary Cadet Corps. For administrative purposes, the country has been divided into 16 Directorates each under the charge of a Director, N.C.C., of the rank of Brigadier or Colonel or equivalent. The Directorate is in turn organised into groups of ten units, each under Group Headquarters commanded by a Lieutenant Colonel.

The aim of the N.C.C. is to develop character, comradeship, and capacity for leadership among youth, and to provide service training to them so as to stimulate interest in the defence of the country and build up a reserve manpower for national emergencies. No actual service liability, however, is attached to the N.C.C.

3. *Military Lands and Cantonments Directorate*

The Directorate of Military Lands and Cantonments is responsible for the delimitation and the administration of the Cantonments areas and also for the management of military lands and buildings as are not required for the active use of the Armed Forces. It also deals with the hiring, requisition and acquisition of lands and buildings for the use of Armed Forces, and the disposal of such military lands and buildings as are declared permanently surplus to requirements. The Director, Military Lands and Cantonments is assisted by a Joint Director and other officer at Headquarters. In 1968, there were 17 military estate circles and 62 Cantonments in the country.

4. *School of Foreign Languages*

The School of Foreign languages, started in 1949, provides facilities for instruction in foreign languages to Service personnel as well as to the civilian employees of the Government of India. A limited number of other persons is also admitted, subject to the availability of seats. The School provides instruction in French, Russian, German, Chinese, Persian, Japanese, Arabic, Burmese, Tibetan and Spanish. Steps are being taken to introduce teaching of Malay and Bahasa Indonesia also.

The School also conducts examinations for Service personnel in the following Indian languages, viz. Hindustani, Punjabi, Marathi, Lushai, Assamese, Tamil, Telegu, Malayalam and Kannada. The Officers of the Indian Railways and Posts and Telegraphs Department are also admitted

to the Hindustani examination. The School assists the various Departments of the Government by doing translation work for them from various foreign languages into English.

5. *Directorate-General, Armed Forces Medical Services*

The Directorate-General, Armed Forces Medical Services was created in 1948 with a view, on the one hand, to developing the Medical Services of the Army, the Navy, and the Air Force and, on the other hand, to integrate them under one officer. The Director-General is responsible to the Government of India for the maintenance of personal documents and records of service of all Medical, Dental and Nursing Officers, and for the provision, procurement, storing (including reserves), issues (other than normal), standardisation and development of medical and dental equipment and stores required by the three Services. He is also responsible for maintaining liaison with the Director General of Health Services, the Medical Council, the Defence Services Medical Organisation of foreign countries, other bodies outside the Defence Services and medical research institutions in India and abroad. The Armed Forces Medical College, Poona, the Armed Forces Medical Store Depots at Bombay, Delhi Cantt., Poona and Lucknow, the Artificial Limb Centre, Poona, and the Armed Forces Blood Transfusion Centre, Delhi are under his direct control.

The Director-General is also the Chairman of the Medical Services Advisory Committee, of which the Directors of Medical Services of the Army, the Navy and the Air Force are members. This Committee makes recommendations on matters of medical organisation and policy to the Government of India through the Chiefs of Staff's Committee, and is also responsible for the co-ordination of the overall medical policy and for recruitment, and terms and conditions of service of Medical, Dental and Nursing Officers of the Armed Forces Medical Services as well as for their training.

6. *Historical Section*

The Historical Section is a record and reference office of the armed forces. Its duties include the custody and maintenance of war diaries and other military records and the writing of detailed histories of the military operations by Indian armed forces. It supplies information on military history and allied subjects to the Ministry and the Services. This section also advises the three Services and the Ministry of Defence in the selection of designs and mottos for flags, crests, and other emblems. It assists military units in preparing their regimental histories and Battle Honours Committee in the verification of claims of battle honours in World War II and subsequent operations.

7. *Directorate of Public Relations*

The Directorate of Public Relations, formerly known as the Armed Forces Information Office, is responsible for keeping the public informed about the activities of the Defence Services through the medium of the press, radio, films and pamphlets. The Directorate has under it 7 public relations units located at Calcutta, Bombay, Chandigarh, Lucknow, Shillong, Jammu and Srinagar. In addition, there are eight public relations units for coverage of the activities of the armed forces in the Northern Borders. The Directorate brings out a weekly, 'Sainik Samachar', and other publications of the Defence Ministry. There is also a Broadcasting Officer under the Directorate, who is responsible for the daily Programme of one hour's duration over All India Radio for the armed forces.

8. *Armed Forces Film and Photo Division*

The Armed Forces Films and Photo Division caters to the needs of the three Services with regard to the production, procurement and distribution of films strips and photographs intended for training or record purposes. For production of films, the Organisation works in liaison with the Films Division of the Ministry of Information and Broadcasting.

9. *Services Sports Control Board*

The Services Sports Control Board is financed primarily from contributions from Flag Day collections and from the profits of the Canteen Stores Departments. The Board is responsible for the promotion of sports tournaments and meets among the armed forces. The Board organises Inter-Service Sports Championships between teams from the Army, Navy and the Air Force.

10. *Indian Soldiers', Sailors' and Airmen's Board*

The Indian Soldiers', sailors', and Airmen's Board renders assistance to ex-servicemen and their families and looks after the domestic interests of serving personnel, who are away from their homes. The Central Board also administers a number of welfare funds. In addition to the Central Board at Delhi, with the Defence Minister as Chairman, there is a State Board in each State with the Governor as Chairman. There are also a number of District Soldiers', Sailors' and Airmen's Boards in districts, where the number of serving personnel and their families exceeds a certain limit.

11. *Directorate General of Resettlements*

The Directorate General of Resettlement formulates, in collaboration with Central Ministries, State Governments and other official and non-official organisations, schemes for the rehabilitation of ex-service personnel. It also supervises implementation of such schemes and arranges for the release of loans and grants to the State Governments in connection with these schemes.

12 & 13. *Joint Cipher Bureau and Security Office*

These are the other two Inter-Service Organisations under the Ministry of Defence.

VI. TRAINING ESTABLISHMENTS

1. *National Defence Academy, Khadakvasla*

The National Defence Academy imparts pre-Commission training to cadets of all the three Services, jointly for the first two years, and specially for the Service concerned in the third year. The standard reached is equivalent to that of the first year degree course of an Indian university. Instruction at the Academy covers both academic and Service subjects. In the first two years, the emphasis is on academic subjects and in the third year on Service subjects. On completion of training at the Academy, the naval and the air cadets proceed to their respective training establishments for higher service training, while the army cadets go to the Indian Military Academy at Dehra Dun for further training of one year before they are granted Commissions.

2. *National Defence College, New Delhi*

The National Defence College in India, set up in 1960 on the lines of the Imperial Defence College, London, is responsible for the training of senior officers of the three Services. Civilian officers of appropriate rank are also selected for training in the college. The training at the College is designed to equip the officers with the background knowledge and understanding of the different aspects of national security, necessary to equip them for higher assignments.

3. *Defence Services Staff College, Wellington*

The Defence Services Staff College imparts higher military training and

general education to the officers of the three services. At the College, officers have to face not only their individual Service problems but also those which may arise in Inter-Service planning. It is like a university imparting post-graduate training to selected Service Officers in the art of war. The College consists of three Service Wings. To enable civil officials to appreciate the problems of the Defence Services, a few selected civilian officers also attend the course at this college.

4. *Armed Forces Medical College, Poona*

The Armed Forces Medical College, besides imparting training to newly commissioned medical officers, runs refresher courses for medical officers of the armed forces to keep them up-to-date in their profession. It also runs M.B.B.S. course and specialist courses in hygiene, X-ray, blood-transfusion and pathology.

5. *Specialised Training Establishments (Army)*

The Indian Military Academy at Dehra Dun is the premier centre for training officers of the army. The main source of entry into the Academy is the National Defence Academy. Cadets passing out of the Academy receive one year's training here before being commissioned. The other categories of entrants in higher age groups are those who have qualified in the competitive entrance examination of the Union Public Service Commission and the Services Selection Board for two year's training, graduate cadets of the N.C.C. for a year and a half, other graduates selected for specialised Commissions in the technical arms for a year, and serving regular or Territorial Army personnel for two years. At the Military Academy, cadets undergo training designed mostly to equip them with the basic military knowledge necessary for all army officers, whatever their corps, arm or service.

The Armoured Corps Centre and School at Ahmednagar undertakes the training of regimental instructors, squadron commanders and regimental commanders of the Corps. The College of Military Engineering at Kirkee imparts training to officers and other ranks in all aspects of military engineering. Longer courses of over two years' duration are also conducted at the college to train officers up to the degree standard.

The School of Signals at Mhow imparts basic and advanced technical training in telecommunication and signal tactics. The School of Artillery at Deolali provides training in field, anti-tank, and anti-aircraft artillery, while its branch at Bombay provides training in coastal artillery. The Infantry School at Mhow conducts courses in the technical and administrative handling of units and sub-units for senior officers and junior commanders of all corps in the army. The Ordnance School at Jabalpur imparts

specialised corps training in the identification, handling, storage, care, custody and preservation of all items, including ammunition and explosives, stocked by ordnance depots.

The other Army training centres and schools are the Service Corps School, Bareilly, the Remounts Veterinary Centre and School, Meerut; the School of Physical Training, Poona; the Army and Air Transport Support School, Agra; the School of Mechanical Transport, Faizabad; the Education Centre and School, Pachmarhi; the Military School of Music, Pachmarhi; the Electrical and Mechanical Engineering School, Trimulgherry; the Corps of Military Police Centre and School, Faizabad; and Army Cadet College, Poona.

6. *Specialised Training Establishments (Navy)*

Except for highly specialised technical courses, training of all officers and men of the navy is undertaken at the main naval training centres located at Cochin, Bombay and Visakhapatnam. Advanced courses in subjects like gunnery, torpedo and anti-submarine, and communications are provided at these centres.

The principal training centres of the navy are INS Venduruthy and the Naval Air Station Garuda, both situated at Cochin. INS Venduruthy is the premier training establishment comprising technical schools for gunnery, communication, navigation and torpedo, and anti-submarine. INS Garuda has the training aircraft of the navy and some technical schools.

At INS Shivaji, situated at Lonavla (Bombay State), mechanical engineers and artificers of the navy are trained. The Engineering College at Lonavla trains junior engineers and electrical officers of the navy.

INS Valsura, Jamnagar, trains officers and men of the electrical branch of the navy. With most of the ships now acquired being fitted with complicated electronic equipment, training at this School has been geared to the present requirements of the navy. New recruits coming into the navy are trained at INS Circus, Visakhapatnam, and on completion of their courses become sailors. Officers and men of the supply and secretariat branch are trained at INS Hamla in Bombay. Sea training is imparted by the fleet.

7. *Specialised Training Establishments (Air Force)*

The basic flying training of a year's duration for pupil pilots is imparted at the Pilot Training Establishment, and the intermediate training at the Air Force Flying College, Jodhpur. Advanced flying and conversion training on jets and multi-engined aircraft is conducted for a year at the

Jet Training and Transport Training Wings of the Air Force at Hyderabad Yelahanka. Pupil navigators also have their initial training at Jodhpur and advanced training at Bangalore before graduating as full-fledged aircrew.

The Air Force Administrative College at Coimbatore trains officers in various ground duties, and medical officers receive training at the School of Aviation Medicine at Bangalore.

The Air Force Technical College at Jalahalli trains officers in engineering, signals, and armament and electrical engineering. A School at Jalahalli trains airmen in accounting, equipment, general office duties, medical assistance, telephone operation, drill instructions, police duties, music, motor driving and catering. Another school, also located at Jalahalli, trains airmen in higher signal trades. A third School, located at Jalahalli, trains airmen in higher signal trades. Flying instructors are trained in a separate school at Tambaram. A school for higher staff studies in combined land-air warfare has been instituted at Hyderabad. The Air Force also trains paratroopers for air-borne units of the army at the Paratroopers' Training School at Agra.

Apart from the Training Establishments described above, there are a number of other training institutions like the N.C.C. Officers' Training School, Kamptee; Training Centres at Ordnance Factories, etc.

VII. DEPARTMENT OF DEFENCE PRODUCTION

The provision of equipment and stores for meeting the requirements of the defence forces involves enormous expenditure in terms of money and resources and several complex factors govern these requirements. The Department of Defence Production is responsible for the assessment and production of defence stores and equipment and their modernisation. The Department is assisted in this task by the Defence Production Board and the Aircraft Production Board. These Boards, which are headed by the Secretary, Defence Production, Examine and advise on various proposals for defence and aircraft production.

The work of defence production is undertaken by the following organisations functioning under the Department.

(i) *Directorate-General of Ordnance Factories*

The Directorate-General of Ordnance Factories is responsible for the administration, direction and control of the ordnance factories. There are 25 ordnance factories comprising metallurgical, clothing and leather, technological, chemical and filling factories. These factories employing nearly 1,35,000 persons, are located all over the country and manufacture armaments and other equipment required by the three Services.

(ii) *Directorate-General of Inspection*

The Directorate-General of Inspection is responsible for the inspection and quality control of arms, ammunition and equipment manufactured indigenously in the ordnance factories except air force stores and equipment and naval armaments manufactured in the ordnance and Departmental factories, public sector undertakings and the private sector including certain stores ordered through the Supply Department. In addition, the Directorate-General investigates and advises on the possibilities of indigenous production of imported items of defence stores and items developed by the Research and Development Organisation of the Ministry. It also renders technical advice on manufacture of stores used by the Services and helps in investigating defects in equipment where failures occur in use.

The Directorate-General of Inspection is divided into six Directorates, each under a Director, who controls and administers the various inspection establishments in his Division. There are 56 main inspection establishments and a number of wings/detachments located alongside the ordnance factories/public undertakings and in the important industrial centres, from where the bulk of the trade supplies are obtained.

The Directorate also undertakes laboratory testing of material and finished stores to ensure durability, and for this purpose a network of independent laboratories has been organised at all important stations to ensure speedy inspection of supplies.

(iii) *Directorate of Planning and Co-ordination*

The Directorate of Planning and Co-ordination, formed in 1964, examines proposals for augmentation of defence production (wherever that falls within the scope of the ordnance factories or any of the public undertakings under this Department). The Directorate provides secretarial facilities for the Defence Production Board and the meetings of the heads of public undertakings under the Department of Defence Production. It maintains liaison with other Ministries and organisations such as the Ministry of Industrial Development, Internal Trade and Company Affairs (Licensing Committee), the Council of Scientific and Industrial Research and the Planning Commission in regard to matters affecting defence production.

(iv) *Heavy Vehicles Factory, Avadi*

The Heavy Vehicles Factory has been set up as a departmental undertaking for the manufacture of medium tanks. The first tank manufactured in this factory came out of the assembly line in December 1965. Necessary

steps are being taken to equip the factory for production of as large a number of components as possible to increase the indigenous content of the tank.

(v) *Accelerated Freeze Drying Factory, Hazratpur (Agra Distt.)*

The Accelerated Freeze Drying Factory had been established for the production of precooked dehydrated meat, adopting the latest technique of accelerated freeze drying for the troops deployed at high altitudes.

(vi) *Directorate of Technical Development and Production (Air)*

The Directorate of Technical Development and Production, set up in 1954, is responsible for the inspection of defence aeronautical equipment and stores. It is also concerned with the development of indigenous sources for raw material.

(vii) *Defence Research and Development Organisation*

The Defence Research and Development Organisation was set up in 1958, when the defence research and development activities, which were hitherto the responsibility of the Defence Production Organisation, were organised under a separate agency. The principal functions of the Organisation are:

(a) to undertake research, development and design relating to equipment for the three Services, including armaments, ammunition, electronics, aircraft, vehicles and engineering stores; materials and food research; and psychological and physiological research.

(b) to co-ordinate all matters affecting defence research and development; and

(c) to promote standardisation of defence equipment and stores.

The Defence Research and Development Organisation is under the Scientific Adviser to the Defence Minister (who is also the Director General of Research and Development). He is assisted by the Chief Controller (Research and Development), the Director of Aeronautics, the Director of Administration and the Chief Scientist.

The Chief Scientist is responsible for co-ordination of research in the research and experimental establishments, liaison with the Universities, National laboratories and research institutions, and also for contacts with Commonwealth countries in matters of defence research interest. The Chief Scientist is assisted by two Scientific Advisers, one each for the Army and the Air Force; the Director of Scientific Research (Navy); the Directors of Research Laboratories, Director of Psychological Research and Fire Adviser. There are a number of development establishments and research

laboratories under the control of the Chief Scientist including Defence Science Laboratory, Delhi; Defence Metallurgical Research Laboratory, Hyderabad; Explosive Research and Development Laboratory, Kirkee Institute of Armament Technology, Kirkee, Armaments Research and Development Establishment, Kirkee, Instruments Research and Development Establishment, Dehra Dun; Directorate of Psychological Research, Delhi; Defence Electronics Research Laboratory, Hyderabad; Solid State Physics Laboratory, Delhi; Defence Laboratory, Jodhpur; Terminal Ballistic Research Laboratory, Chandigarh; Electronics and Radar Development Establishment, Bangalore; Naval Chemical and Metallurgical Laboratory, Bombay; Himalayan Radio Propagation Unit, Mussoorie; Research and Development Establishment (Engineers), Diggi-Poona; Indian Naval Physical Laboratory, Cochin; Vehicle Research & Development Establishment, Ahmednagar; Aeronautical Development Establishment, Bangalore; Gas Turbine Research Establishment, Bangalore; Defence Research Laboratory (Materials), Kanpur; Defence Food Research Laboratory, Mysore; Institute of Nuclear Medicine and Allied Sciences, Delhi; Fire Service Research Development and Training Establishment, Delhi Cantt; and the Institute of Work Study, Mussoorie.

(viii) Directorate of Standardisation

The Directorate of Standardisation was reorganised in 1965 and is now responsible for standardisation and cataloguing of various equipments used by the three Services.

VIII. PUBLIC UNDERTAKINGS

1. *Bharat Electronics Limited, Bangalore*

Bharat Electronics Limited was formed in April, 1954 with an authorised capital of Rs. 10 crores. The subscribed capital of the Company as on March 31, 1968 was Rs. 5.21 crores. In addition, Government of India has advanced a loan of Rs. 4.61 crores to the Company. The Company is managed by a board of nine directors, including one chairman and one managing director.

The Company produces electronic, radio and radar equipment. It also manufactures general-purpose receivers and medium-power transmitters for the Civil Aviation Department, and equipment for All India Radio. Railways, the Metereological Department, State police and fire services, etc. Some of the important items developed in the factory recently are: Fish Finder Equipment, Transreceiver, and Storm Warning Radar Miniature Rocket Receiver. In addition, the equipment required by the defence services forms a substantial part of the production programme.

2. *Bharat Earth Movers Limited*

Bharat Earth Movers Limited was formed in May 1964, to take up the manufacture of various types of heavy earth moving equipments, crawler tractors for defence needs and major irrigation and power projects. The Railway Coach Division of Hindustan Aircrafts Limited, Bangalore, was merged with this Company in January 1965. The factory for crawler tractors and earth moving equipments has been established at Kolar Gold Fields. Regular production of crawler tractor is expected to commence from 1969-70. The authorised capital of the Company is Rs. 10 crores and paid up capital is Rs. 9 crores, as on March 31, 1968.

The affairs of the Company are managed by the Board of Directors consisting of a chairman, a managing director and eight directors.

3. *Garden Reach Workshops Limited, Calcutta*

The entire share-holdings of this Company was purchased by the Government of India in April 1960. These workshops extend over an area of about 64 acres of land and have nearly half a mile of river frontage on which there are five jetties, five slipways and two dry docks. Apart from facilities for ship-building and repair, this Company also undertakes structural and general engineering works. The Company has completed the construction of a dredger for the Paradeep Port, two hopper barges for the navy, and two dock tugs for the Calcutta Port Trust. The production of marine diesel engines, has also been undertaken at Ranchi.

The authorised capital of the Company is Rs. 3 crores and the paid-up capital stood at Rs. 1.50 crores at the end of March 1968. The Company is managed by a board of 11 directors, including a chairman and a managing director.

4. *Mazagon Dock Limited, Bombay*

The entire share-holdings of the Mazagon Dock Limited purchased by the Government of India in April 1960. The Company is responsible for building and repairs of ships. It has six ship-building berths and two dry docks. It can build ships up to 145 metres in length, 24 meters in breadth and approximately 15,000 tons DWT. It has also the capacity to build destroyers and frigates, passengerships, passenger-cum-cargo ships, cargo ships, dredgers, tugs, barges, trawlers, launches, floating cranes, floating docks, pontoons and assault boats. The Company can also undertake general engineering work and precision machining, castings, manufacture of high-pressure vessels, repairs to machinery and equipment, etc. Diesel oil engines ranging from 6 H.P. to 20 H.P. are manufactured by this Company.

The authorised capital of the Company is Rs. 4 crores, of which a capital of Rs. 3 crores have been subscribed till March 31, 1968. The Company is managed by a board of 12 directors, including a chairman and a managing director.

5. *Praga Tools Corporation Limited, Secunderabad (Andhra Pradesh)*

The Praga Tools Corporation Limited was set up in 1943 with a capital of Rs. 1 crore for the manufacture of high speed cutting tools and measuring instruments. It had a chequered career. In 1956, the then Government of Hyderabad, who were the managing agents of the Company, requested the Government of India to take over the administration of the factory. The Government of India agreed, and as a first step appointed its officers as directors on the Board of Directors of the Company. The managing agency system, in vogue in the Company was abolished in July 1958, and the Board of Directors assumed direct control.

The Government of India and the Government of Andhra Pradesh now own bulk of the shares of the Company; the former holding majority shares. The authorised capital of the Company is Rs. 3 crores, of which the paid up capital was Rs. 2.45 crores, as on March 31, 1968. The Corporation has a Board of Directors of seven including one chairman, one managing director and five directors.

Praga Tools Corporation consists of two divisions, *viz.*, the Machine Tool Division, and the Forge and Foundry Division. The former manufacturers drilling machines, tool and cutter grinders, milling machines and machine tools accessories such as drill chucks, lathe chucks, apart from defence items, while the latter undertakes the production of railway screw couplings and auto and diesel spares. The forgings and castings required for the machine tools are met by supplies from this Division.

6. *Hindustan Aeronautics Limited, Bangalore*

Hindustan Aeronautics Limited was registered in August 1963 to manufacture, under licence, modified MIG 21 aircraft and related equipment on the basis of the agreement with the Government of U.S.S.R. In June 1964, the Company took over the Aircraft Manufacturing Depot, Kanpur, and in October 1964, the Hindustan Aircrafts, Bangalore was merged with it. The authorised capital of the Company is Rs. 50 crores and the subscribed capital Rs. 38.53 crores, as on March 31, 1968.

The Company has the following five units under it:

- A. Aircraft Division at Bangalore. (It is an old unit, started 25 years ago.)

- B. Aircraft Division at Kanpur. (It started as a part of the Air Force Repair Depot in 1959 but became a part of the company in 1964.)
- C. MIG air frame production factory at Nasik.
- D. MIG aero-engine production factory at Koraput.
- E. Electronic equipment factory at Hyderabad.

The major tasks of Hindustan Aeronautics Limited are as follows:

1. Design, development and manufacture of the supersonic jet fighter like HF-24.
2. Manufacture of the supersonic interceptor MIG-21 including its engine and airborne electronic equipment.
3. Manufacture of the Gnat aircraft including its engine.
4. Design, development and manufacture of the basic jet trainer—KIRAN.
5. Manufacture of the transport aircraft HS-748 (including its engine) for the IAF and the IAC.
6. Manufacture of the Alouette helicopter, including its engine.
7. Manufacture of the air observation post aircraft—KRISHA for use of the army.
8. Manufacture of gliders for the National Cadet Corps.
9. Design, development and manufacture of an agricultural aircraft.

7. *Goa Shipyard Limited*

Goa Shipyard Limited is the new name of Estaleiros Navais De Goa, a company which was originally incorporated in 1957. The Company was given on lease to Mazagon Dock Limited in April 1962 but was reactivated as an independent company in October 1967.

Goa Shipyard undertakes the construction and repair of ore carrying barges and other small crafts apart from some general engineering work.

Out of the 16,073 fully paid up shares of Goa Shipyard, 31,453 (52%) are held by Mazagon Dock Limited, 13,500 (22%) are held by the Government of India and the remaining 26% by semi-autonomous Government bodies and private parties. The authorised capital of the Company is Rs. 63.3 lakhs and the paid-up capital, as on 31st March 1968, was Rs. 60.1 lakhs.

IX. DEPARTMENT OF DEFENCE SUPPLIES

The Department of Defence Supplies was established in November 1965. It deals with import substitution in the field of defence supplies.

The stoppage of military supplies whether under the Aid programmes or under purely commercial transactions in September 1965 necessitated

the need for this Department. The Department was charged with the responsibility of mobilising and harnessing technical productive resources in the public and private sectors with a view to achieve this task. The Department is assisted by seven technical committees for achieving important substitution in the spheres of armament stores, electronics/electrical stores, engineers stores, general stores, marine stores, medical stores and vehicles stores.

These technical committees consist of technical, financial and administrative experts and are empowered to take decisions on contracts up to the value of Rs. 5 lakhs for the supply of any particular item. The contracts exceeding this limit are sent before the Central Committee, headed by Secretary, Department of Defence Production. The Central Committee also periodically reviews the working of technical committee and gives directions on policy.

STRENGTH OF STAFF

Ministry of Defence Secretariat

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Some of the important publications of the Ministry of Defence are:

1. *Sainik Samachar* (Weekly—published in 9 languages)
2. *Defence Science Journal* (Quarterly—issued by the Defence Science Laboratory, Delhi)
3. *Indian Air Force* (Quarterly)
4. *N. C. C. Journal* (Quarterly)
5. *Administrative Report of the Ministry* (Annual)
6. *Resettlement Schemes for Ex-Servicemen* (Annual)

Besides, a number of casual publications on a variety of matters like "A career in the Armed Forces" are published from time to time.

MINISTRY OF FINANCE *

THE ORIGIN of the Ministry of Finance may be traced back to the year 1810, when a separate Finance Department was created out of the Public Department in the Supreme Government of India. The new Department was initially placed under the Secretary of the Public Department. In 1816, the Finance Department was placed alongwith the Revenue Department (which was set up much earlier in 1772) under the newly established Territorial Department. The new Department was intended to comprehend the financial and revenue work of the Government and was placed under a separate Secretary. On the abolition of the Territorial Department in 1830, the Finance Department was made the responsibility

* As a follow-up to nationalisation of the 14 major commercial banks in the country, the Government of India created in August 1969, a Department of Banking in the Ministry of Finance to deal with the banking system. Carved out of the Department of Economic Affairs in the Ministry of Finance, the new Department is responsible for (a) all Indian banks, whether nationalised or not; (b) all foreign banks so far as their operations in India are concerned; (c) all matters relating to the Reserve Bank of India except those which remain directly the concern of the Economic Affairs Department; (d) all matters relating to cooperative banking which are the concern of the Finance Ministry; (e) all long-term financial institutions, excluding the Life Insurance Corporation and the Unit Trust of India; (f) chit funds and other non-banking companies accepting deposits; (g) other matters relating to banking in India; and (h) administration of all statutes, regulations and other laws connected with the items stated above with the formation of this Department. there are now four departments in the Finance Ministry.

of the Secretary of the General Department (the new name for the Public Department given in 1818). A separate Secretary for the Finance Department was appointed in January 1843.

In 1843, the system of joint secretariat for the Supreme Government and the Government of Bengal was abolished and an entirely separate secretariat for the Government of India was set up. The Secretariat was organised into four Departments including the Finance Department. The Revenue Branch was, however, put under the Home Department.

In 1860, a proper system of budgeting was introduced in the Government of India and in 1879 the scope of the Finance Department was extended to cover commercial matters which were previously administered by the Department of Revenue, Agriculture and Commerce. Subsequently, the Department was redesignated as the Department of Finance and Commerce. In 1905, the subject 'Commerce' was assigned to the newly established Department of Commerce and Industry and the Department of Finance and Commerce was renamed as the Department of Finance.

From about 1870, the responsibility of the Finance Department became gradually diminished as the provincial governments were given additional financial powers from time to time. The constitutional changes brought about by the Government of India Act of 1919 left the ultimate control over financial administration of India with the Secretary of State for India, although, to a large extent, powers were delegated to the Governor-General-in-Council. Simultaneously, certain financial subjects were transferred to the provincial governments, and the Finance Department was re-organised into seven Branches, *viz.*, General Finance, Revenue, Currency, & Banking, Salaries & Allowances, Civil Accounts, Army Finance, and Military Accounts. The Act of 1919 assigned a statutory status to the Auditor-General, and he no more remained an officer of the Finance Department.

Before the Act of 1919 came into force, the Indian budget required the approval of the Secretary of state prior to its presentation to the Legislature. But the new Act gave the Central Legislature a measure of control through the Standing Finance Committee and the Committee of Public Accounts, each of which had a majority of elected members. These Committees considered various financial issues and proposals for new expenditure. The Secretary of State for India had full power to exercise control over the entire revenue and expenditure of the Government of India. He was assisted at the India Office by a fullfledged Finance Department with two Financial Secretaries in charge of the two Branches under it. The Finance Department at the India Office was responsible for the following functions:

1. Proposals relating to imposition or remission of taxation.
2. Questions relating to general financial administration in India, including financial powers of the Government of India and the provincial Governments.

3. Questions relating to civil and military expenditure in India.
4. Preparation of annual estimates and disbursements of the India Office.
5. Currency policy, including banking.
6. Issue of loans, etc.
7. Financial relations with the Departments of the British Government, mainly, the War Office, the Foreign Office, etc.

The Secretary of State for India was also assisted in financial matters by a Finance Committee which was appointed annually. Advisory in character, the Finance Committee considered proposals relating to financial matters referred to it by the Secretary of State or other senior officers to whom such powers were delegated. The issues referred to the Committee included balances, loans or deposits, annual estimates of receipts and disbursements of the India Office, and matters connected with civil and military expenditure in India.

The Government of India Act of 1935 did not relax the ultimate control of the Secretary of State over financial matters. The Act increased still further the powers of the provincial Governments. At the Centre, defence, ecclesiastical and external affairs were still non-votable items of expenditure. The Finance Member was not entitled to advise the Governor-General in the exercise of such of his functions as were 'within his discretion'. Section 15 of the Act also stipulated the appointment of a Financial Adviser to the Governor-General to assist him in the discharge of his financial responsibilities.

With the outbreak of World War II, the control of the India Office over financial matters got considerably relaxed. After the War, economic planning also became the responsibility of the Finance Department in India and the Department was reorganised into nine divisions, *viz.*, Revenue, Railway, Defence, Communications, Expenditure — General, Civil Establishment, Budget, Finance and Planning. On the attainment of Independence, the post of the Secretary of State for India was abolished and the Finance Department and the Finance Committee at the India Office ceased to function. The Department of Finance of the Government of India was designated as the Ministry of Finance, and organised into three major wings, *viz.*, Expenditure, Economic Affairs and Revenue.

In 1949, the Ministry of Finance was organised into the following two Departments, each under the charge of a Secretary:

- (a) Department of Revenue and Expenditure; and
- (b) Department of Economic Affairs.

The former comprised the Revenue Division, the Establishment Division and the Expenditure Division (both Civil and Defence). The Department

of Economic Affairs consisted of four Divisions, *viz.*, External Finance, Internal Finance, Budget and Planning. With the increase in work, and the growing importance of revenue administration in the context of the five year Plans, the Revenue Division of the Department of Revenue and Expenditure was made a separate Department of Revenue in July 1956. The remaining wing of the Department of Revenue and Expenditure was renamed as the Department of Expenditure.

Consequent upon the centralisation of the administration of the Indian Companies Act of 1913, a new organisation called the Company Law and Investment Administration was created in October 1953, under the Department of Economic Affairs. With the coming in force of the revised Companies Act in 1955, a fullfledged Department of Company Law Administration was set up in the Ministry of Finance in August 1955, and the Ministry was organised into the following four Departments:

1. Department of Economic Affairs;
2. Department of Revenue;
3. Department of Expenditure; and
4. Department of Company Law Administration.

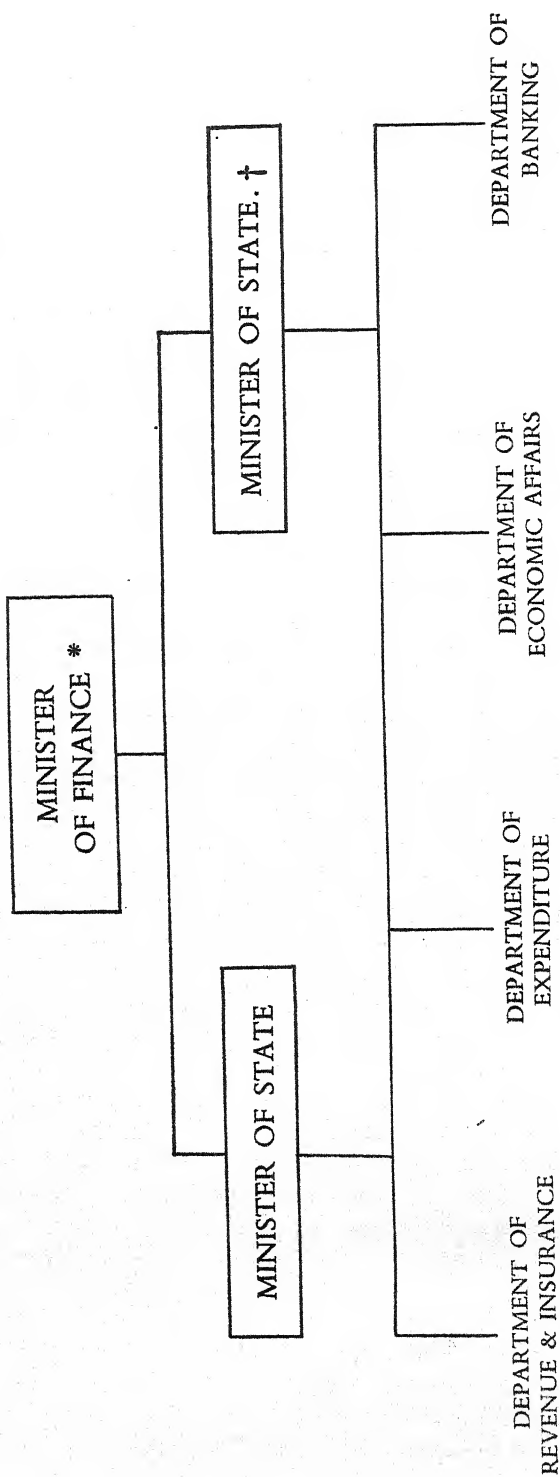
The Department of Company Law Administration was, however, transferred to the Ministry of Commerce and Industry in February 1958. In September 1963, a new Department of Coordination was set up in the Ministry of Finance, to coordinate the economic activities of the Government of India. The Ministry again took over the work of the administration of the Companies Act from the Ministry of Industry in September 1963 and the subject was assigned to the Department of Revenue and Company Law. In January 1964, the Board of Revenue, which performed the functions of the Department of Revenue in the matters of direct and indirect taxes levied by the Government of India, was replaced by two statutory boards, *viz.*, the Central Board of Direct Taxes and the Central Board of Excise and Customs.

In November 1964, a separate Department of Company Affairs and Insurance was set up and it took over the work relating to 'Company Law Administration' from the Department of Revenue and Company Law and the subject 'Insurance' from the Department of Economic Affairs. The Ministry of Finance, thus, comprised the following five Departments:

1. Department of Revenue
2. Department of Expenditure
3. Department of Economic Affairs
4. Department of Co-ordination
5. Department of Company Law and Insurance.

MINISTRY OF FINANCE

AS ON 1-12-69



* ALSO PRIMEMINISTER OF INDIA

† ALSO MINISTER OF SUPPLY

With the formation of a new Council of Ministers in January 1966, the Department of Company Law and Insurance was abolished. The work relating to company law administration was transferred to the Ministry of Law and the subject insurance was taken over by the Department of Revenue, which was redesignated as the Department of Revenue and Insurance. In June 1967, the Department of coordination was abolished and its functions were transferred to the Department of Expenditure. There, thus, remained only three Departments under the Ministry of Finance, *viz.*, the Department of Revenue and Insurance, Department of Expenditure and the Department of Economic Affairs.

The Ministry of Finance is under the charge of a Minister of Cabinet rank, who is presently also the Deputy Prime Minister of India. He is assisted by a Minister of State and a Deputy Minister.

A detailed description of the three Departments under the Ministry of Finance is given below:

(A) DEPARTMENT OF REVENUE & INSURANCE

The Department of Revenue and Insurance is responsible for the following functions:

1. All matters relating to Central Board of Revenue.
2. Stamp duties on bills of exchange, cheques, promissory notes, bills of lading, letters of credit, policies of insurance, transfer of shares, debentures, proxies and receipts.
3. Supply and distribution of all kinds of stamps.
4. All questions relating to income-tax (except questions relating to the Income-tax Appellate Tribunal, corporation tax, capital gains tax, and estate duty, wealth tax, expenditure tax and gift tax and also questions relating to Railway Passenger Fares Act.
5. Administration of excise in the Union Territories, *i.e.*, all questions relating to:
 - (a) Alcoholic liquors for human consumption.
 - (b) Opium, Indian hemp and narcotic drugs and narcotics.
6. Medicinal and toilet preparations containing alcohol, or any substance included in 5(b).
7. Opium, as regards cultivation, manufacture and sale for export.
8. International agreements relating to dangerous drugs and their implementation.
9. All matters relating to Customs (Sea and Land) excluding those relating to Tariff Policy (*i.e.*, Indian Tariff Act, Tariff Board, tariff valuations, tariff protection to industries and inter-commonwealth tariff preferences); but including duties on goods imported or exported; prohibitions and restrictions on imports and exports

imposed in the interest of revenue; and interpretation of Customs Tariff.

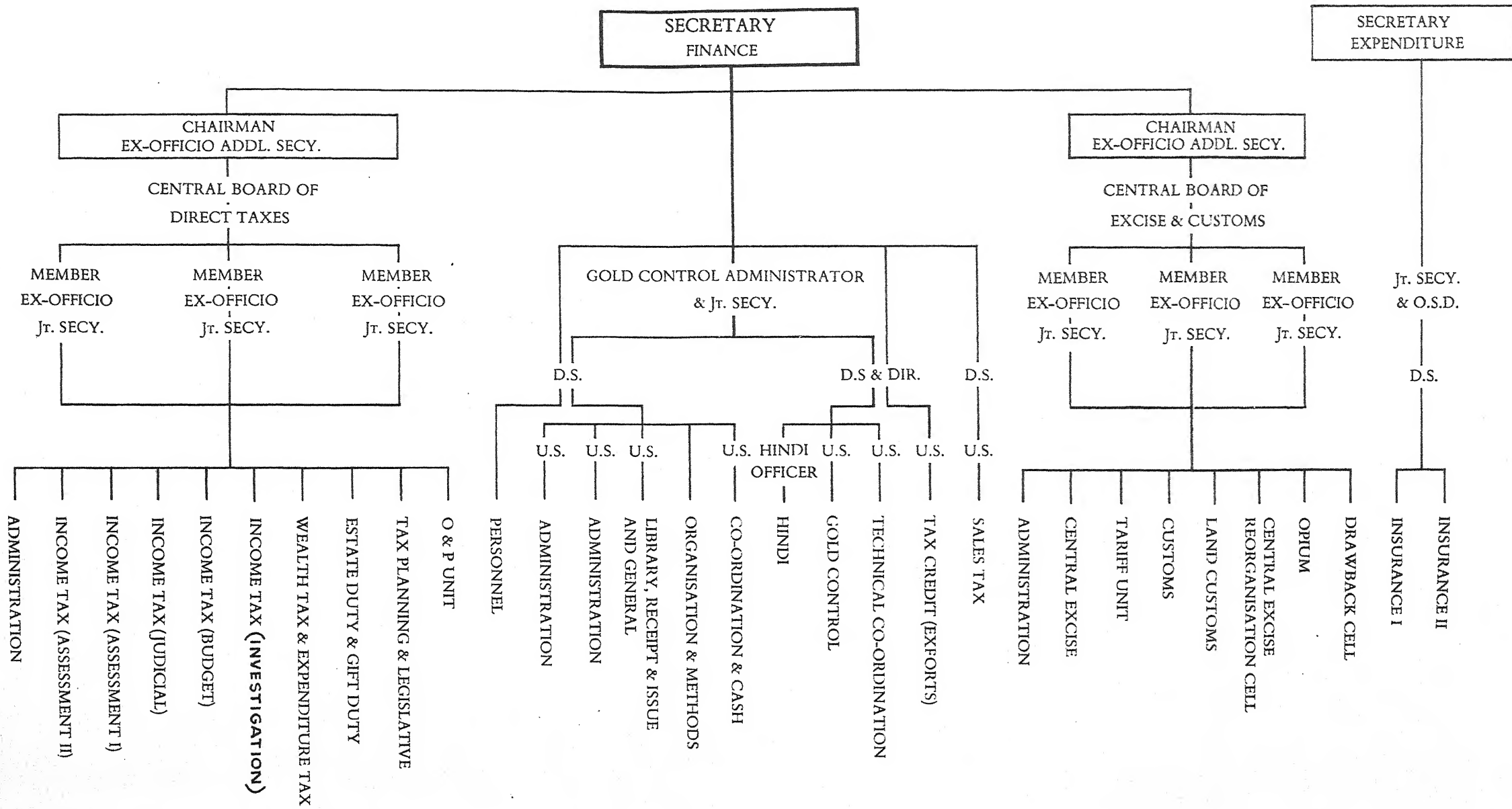
10. All matters relating to Central Excise.

11. Sales Tax:

- (i) The Administration of Sales Tax Laws (Validation) Act, 1956.
 - (ii) Levy of tax on sales in the course of inter-state trade or commerce — problems arising out of the administration of the Central Sales Tax Act, 1956.
 - (iii) Declaration of goods as of special importance in inter-state trade or commerce under article 286(3) of the Constitution—laying down of the conditions and restrictions to which the State laws providing for the levy of tax on them would be subjected.
 - (iv) All questions relating to replacement of sales tax by additional excise duty including administration of the Additional Duties of Excise (Goods of Special Importance) Act, 1957.
 - (v) All Bills, *etc.*, relating to sales tax levy in States coming up for the previous instructions, recommendations or assent of the President.
 - (vi) Legislative matters concerning sales tax in the Union Territories.
 - (vii) Problems arising out of the invalidation of sugarcane cess levies of States including validation of such levies.
12. Enforcement work, *viz.*, investigation, adjudication and prosecution of cases arising out of breaches, under the Foreign Exchange Regulation Act, 1947.
13. All matters relating to pre-partition duty refund claims on salt.
14. Policy relating to General Insurance; Administration of the Insurance Act, 1938; Insurance Companies Association Pool; Subsidiaries of the Life Insurance Corporation.
15. Policy relating to Life Insurance; Nationalisation of the Life Insurance business; Administration of the Life Insurance Corporation Act, 1956; Life Insurance Tribunal.
16. Office of the Controller of Insurance.
17. The responsibility of the Central Government relating to matters concerning centrally administered areas in respect of any of the entries from 12 to 14 above.
18. Subordinate Organisations:
- (a) Income Tax Department;
 - (b) Customs Department;
 - (c) Central Excise Department; and
 - (d) Narcotics Department.

DEPARTMENT OF REVENUE AND INSURANCE

AS ON 1-2-1968



II ORGANISATION

The Department of Revenue and Insurance administers the direct and indirect taxes levied by the Government of India, through the two statutory boards, *viz.*, the Central Board of Direct Taxes, and the Central Board of Excise and Customs. Each of these two Boards consists of a Chairman and three members. The Chairman of the Board holds *exofficio* status of Additional Secretary and other members of *exofficio* Joint Secretaries to the Government of India.

The direct taxes in operation, at present, are income-tax (Income Tax Act, 1961), wealth tax (Wealth Tax Act, 1957), estate duty (Estate Duty Act, 1958), gift tax (Gift Tax Act, 1958), and surtax (Companies Profits Surtax Act, 1964). The indirect taxes levied by the Union Government are the Union excise and customs duties.

The administration of the Gold Control Rules, 1963 is the responsibility of the Gold Control Administrator, who is also Joint Secretary in the Department. The other two units in the Department are: the Tax Credit (Export) Division and the Insurance Division.

The Department has under it seven Attached Offices and a large number of Subordinate Offices. In addition, there is one public undertaking under the administrative control of the Department.

SECRETARIAT

Secretary (Finance)	1
Chairman, Central Board of Direct Taxes and <i>exofficio</i> Additional Secretary.	1
Members, Central Board of Excise and Customs <i>exofficio</i> Joint Secretary	3
Members, Central Board of Direct Taxes and <i>exofficio</i> Joint Secretary.	3
Gold Control Administration and Joint Secretary	
Officer on Special Duty (Insurance)	1
Deputy Secretary	17
Secretary, Customs Empowered Committee	1
Officer on Special Duty	2
Director	2
Assistant Director	1
Under Secretary	31
Section Officer	51
Principal Appraiser	1
Appraiser	3

The detailed organisation of the Department of Revenue and Insurance is indicated in the chart placed alongside.

III ATTACHED OFFICES

1. *Department of Insurance, Simla*

The Department of Insurance is responsible for the administration of the Insurance Act, 1938 (amended in 1961). It is headed by the Controller of Insurance.

2. *Enforcement Directorate, New Delhi*

The Enforcement Directorate is responsible for the administration of foreign exchange rules, as far as its violation is concerned and to try such cases. This subject was under the Department of Economic Affairs till 1960, when it was transferred to the Department of Revenue and Insurance.

3. *Directorate of Inspection (Research, Statistics and Publication), New Delhi*

The Directorate of Inspection (Research, Statistics and Publication) was formed in 1960, and is responsible for the compilation of income-tax statistics and research work on tax-structure and fiscal policies of the Government of India.

4. *Directorate of Inspection, (Income-tax) (Inspection Wing), New Delhi*

This Directorate was constituted in 1940, in order to control and inspect the work of the income-tax officials stationed throughout India. The functions of this Directorate are primarily of an advisory nature. It receives and follows up the month-to-month progress of work in various income-tax circles, so that it could advise on the scales or standard of work, adequacy of staff, etc. The Directorate has also a separate organisation under it to collect information regarding payments made to contractors, receipt of large dividends and all other transactions of a similar nature. This information is later passed on to the concerned income-tax officials.

5. *Directorate of Inspection (Income-tax) Investigation Wing, New Delhi*

This Directorate was set up in October 1952, on the recommendations of the Income-tax Investigation Commission. It undertakes study and scrutiny of cases, or groups of cases involving largescale tax evasion. The Directorate maintains close contact and liaison with other authorities and collects the necessary information, which is then made available to the

concerned officers of the Income-tax Department. It also helps the officers of the Income-tax Department in conducting investigation and offers necessary technical advice in those cases. Besides dealing with the cases of tax evasion, the Directorate looks into the problem of corruption amongst officers of the Income-tax Department.

6. *Directorate of Inspection (Customs and Central Excise), New Delhi*

The Directorate of Inspection (Customs and Central Excise), set up in 1939, functions as an agency for executive audit by inspection of various customs and central excise units. It compiles and maintains an up-to-date and complete code of instructions for the Customs and Central Excise Department, including central excise procedure for the information of the general public.

This Directorate is also responsible for the training and for conducting Departmental examinations for various grades of officers in the Customs and Central Excise Departments. The Directorate of Inspection (Customs and Central Excise) has four regional units under it.

7. *Directorate of Revenue Intelligence, New Delhi*

The Central Revenues Intelligence Bureau functioned under the Directorate of Inspection, Customs and Central Excise, till 1958, when it was constituted into a separate organisation and designated as the Directorate of Revenue Intelligence. This was done with a view to making more effective efforts for controlling and preventing smuggling.

The Directorate of Revenue Intelligence undertakes the study of information on smuggling activities and formulates anti-smuggling measures at All-India level. It also arranges training facilities for the intelligence and investigation officers of the Central Excise Collectorate, etc.

IV SUBORDINATE OFFICES

1. *Offices of the Collectors of Customs, Bombay, Calcutta, Madras, Visakhapatnam and Kandla*

The main functions of these Customs Offices are to levy and collect customs duties by assessing the goods coming into or going out of India, and to control and check smuggling. In addition, they administer the various restrictions and prohibitions imposed under different laws on the import and export of goods.

The Customs Officers are under the direct supervision of the Central Board of Revenue. Each Customs Office is under the charge of a Collector

of Customs. The collection of customs duties at all other minor ports and at land frontiers is looked after by the Central Excise Department.

2. *Offices of the Collectors of Central Excise, Bombay, Calcutta, Madras, Bangalore, New Delhi, Shillong, Hyderabad, Allahabad, Baroda, Patna, Poona, Nagpur, Cochin, Kanpur, Panjim and Pondicherry*

The Offices of the Collectors of Central Excise are responsible for the collection of excise duties levied by the Central Government. These offices also collect customs duty at land frontiers and at the ports of Cochin, Panjim and Pondicherry.

3. *Income-tax Department*

The Income-tax Department is divided into various distinct units, each under the charge of a Commissioner. Some of these units deal with cases, or classes of cases, in which systematic evasion of tax is suspected or special scrutiny of accounts is considered necessary. Such cases are specifically assigned to them by the Central Board of Revenue. The administrative units under the Commissioners' charge are as follows: Madras (Central); Madras I; Madras II; Bombay City I; Bombay City II; Bombay City III; Bombay Central; Marathwada; West Bengal (I, II & III); Calcutta (Central); Uttar Pradesh (I & II); Madhya Pradesh, Nagpur and Bhandara; Punjab, Haryana, Jammu & Kashmir, and Himachal Pradesh; Delhi; Delhi Central; Rajasthan; Bihar & Orissa; Assam; Nagaland, Manipur and Tripura; Mysore; Gujarat (I & II); Andhra Pradesh; and Kerala.

The Estate Duty Act, which came into force from October 15, 1953, is also being administered through the Income-tax Department, and for this purpose, the Government has appointed all Commissioners, Inspecting Assistant Commissioners of Income-tax and Income-tax Officers, for the time being, as Controllers, Deputy Controllers and Assistant Controllers of Estate Duty respectively. This Department is also responsible for the collection of Gift Tax and Wealth Tax.

Training is provided to Income-tax Department personnel at Nagpur. The training unit is headed by a Commissioner of Income-Tax.

4. *Statistics and Intelligence Branch (Central Excise), New Delhi*

The Statistics and Intelligence Branch (Central Excise) is mainly responsible for the collection, tabulation and interpretation of statistics relating to the various central excise commodities. Essential statistics, relating to the customs duties levied on several articles, subject to customs tariff, are also compiled by this Branch.

5. *Central Revenues Control Laboratory, New Delhi*

The main activities of the Central Revenues Control Laboratory are:

- (i) Investigation and standardisation of analytical methods for the Customs laboratories.
- (ii) Conducting tests in appeal cases of the samples analysed by the customs officials.
- (iii) To render technical advice to the Revenue Department on matters pertaining to assessment, based on chemical analysis.

6. *Office of the Narcotics Commissioner, Gwalior*

The Office of the Narcotics Commissioner is responsible for narcotics administration throughout India. Enquiries relating to narcotic drugs and other allied matters, are also dealt with in the Department. The Narcotics Department has a Branch Office at Ghazipur (U.P.).

7. *Directorate of Emergency Risks Insurance Scheme, New Delhi*

The Directorate of Emergency Risks Insurance was set up at the time of Indo-Chinese war to administer:

The Emergency Risks (Goods) Insurance Act of 1902, and

The Emergency Risks (Factories) Insurance Act of 1962.

As a sequel to the lifting of Emergency in January 1968, these Schemes are no longer in operation. The Directorate is presently responsible for collection of arrears of premia and for payment of the claim money on account of losses which occurred when the Schemes were in force.

V PUBLIC UNDERTAKINGS

1. *Life Insurance Corporation, Bombay*

In 1956, the Government of India nationalised the life insurance business in the country, with a view to ensure complete security to the life insurance policyholders, as also to spread insurance much more widely for effective mobilisation of public savings in the implementation of the five year Plans. The Life Insurance Corporation was formed as a statutory corporation to take up life insurance business as a monopoly. All the then existing insurance companies engaged in life insurance business were integrated into the Corporation.

The Government provided an initial capital of Rs. 5 crores to the Corporation, and has also guaranteed the amounts assured by all policies issued by the Corporation as well as by the insurance companies whose business now vests in the Corporation. The Board of Directors of the Corporation consists of fifteen members who, alongwith the Chairman, are appointed by the Government. The Government's stake in the venture being large, it has extensive powers of control in both administrative and financial matters.

The Corporation is advised in its day-to-day work by a number of committees, of which the main ones are the Executive Committee, the Investment Committee, the Service and Budget Committee, the Public Relations Committee, the Zonal Advisory Board and the Employees and Agents Relations Committee.

The Head Office of the Corporation is located at Bombay.

B. DEPARTMENT OF EXPENDITURE

The Department of Expenditure is responsible for the following functions:

1. Financial rules and regulations and delegation of financial powers.
2. Financial sanctions relating to all Ministries and offices of the Government of India, which are not covered by powers delegated conferred by the rules or by any general or special orders.
3. Review of the staffing of government undertakings on Cost Accounts matters and attending to Cost Investigation work on their behalf.
4. Advice to Ministries and Government undertakings on Cost Account matters and attending to Cost Investigation work on their behalf.
5. Expenditure proposals relating to the Delhi Administration.
6. Indian Audit and Accounts Department.
7. Defence Accounts Department.
8. Statutory grants to States provided for in the Constitution and *ad hoc* grants and loans to them for financing their development schemes and other approved purposes.
9. Local Taxation.
10. State Finance.
11. Capital Budget.
12. Planning and Development Finance.
13. Scrutiny of Central and State Legislation having financial and economic implications.
14. Bureau of Public Enterprises including Industrial Management Pool.

II. ORGANISATION

The Department of Expenditure has no Attached or Subordinate Offices

under it. It is divided into the following seven Divisions:

- (i) Establishment Division
- (ii) Civil Expenditure Division
- (iii) Bureau of Public Enterprises
- (iv) Cost Accounts Wing
- (v) Plan Finance Division
- (vi) Staff Inspection Unit
- (vii) Defence Expenditure Division

A short description of these Divisions is given below:

(i) *Establishment Division*

The Establishment Division is responsible for:

- (a) Administration of the Department of Expenditure:
- (b) Administration of the various financial rules and regulations, including those relating to conditions of service of Central Government employees *e.g.*, Fundamental and Supplementary Rules, Civil Service Regulations, General Financial Rules, Delegation of Financial Powers Rules, Superior Civil Services Rules, etc.);
- (c) Administrative matters relating to the Indian Audit and Accounts Department;
- (d) Financial work relating to the Departments of the Ministry of Finance.

The Head of the Establishment Division is also in charge of the Staff Inspection Unit in the Department of Expenditure.

(ii) *Civil Expenditure Division*

The Civil Expenditure Division scrutinises financial proposals coming from various administrative Ministries. The work is carried out according to combined financial advice system under which the officers of the Finance Branches of the Ministries concerned also function as 'external' financial advisers in respect of matters requiring consultation with or concurrence of the Department of Expenditure. For the purpose of administrative control, the officers and staff of the Finance Branch of the Ministries are under the Department of Expenditure.

The Civil Expenditure Division is organised into a number of wings, each wing headed by an Additional Secretary or Joint Secretary accredited to or dealing with groups of Ministries, Departments or other Organisations under the Government of India or Delhi Administration.

(iii) *Bureau of Public Enterprises*

The Bureau of Public Enterprises was set up in March 1955, to provide a central point of reference on important aspects of management of public undertakings. The Bureau also explores avenues for economy in capital cost, and devises steps to increase the profitability and productivity of these undertakings. The Bureau periodically reviews the working of public enterprises and presents these reports to Parliament and other Government agencies. The Bureau also administers the Industrial Management Pool, which was earlier the responsibility of the Ministry of Home Affairs.

The Bureau is organised in four divisions, *viz.*, Production Division, Construction Division, Finance Division and General Management Division.

(iv) *Cost Accounts Wing*

Cost Accounts Wing deals with all cost accounting work arising in the various Departments of the Government of India. It also undertakes, on request, cost and economic studies and investigations into accounts of both private and public sector undertakings.

(v) *Plan Finance Division*

The Plan Finance Division deals with State plans for economic development and State finances with particular reference to Central and State legislations having financial or economic implications. It advises on proposals of States for investment in industrial enterprises, irrigation, power and flood control projects, taking into consideration the available resources and carries out studies in the field of State finances. The Division is also associated with the scrutiny of proposals of the Central Ministries for large projects involving heavy capital outlays. In addition, it studies specific economic, industrial and operational problems in consultation with the Ministries and Departments concerned.

(vi) *Staff Inspection Unit*

The Staff Inspection Unit is responsible for securing economy in staff strength consistent with administrative efficiency and for evolving performance standards and work norms. It undertakes the task of work measurement and staff assessment in various Ministries and Departments.

(vii) *Defence Expenditure Division*

The Defence Expenditure Division is responsible for scrutiny, sanction

and accounting of the expenditure of the Defence Ministry. It also controls the Defence Accounts Department which is responsible for the maintenance of the pay accounts of the armed forces, and the payment, accounting and internal audit of all charges pertaining to the armed forces.

SECRETARIAT

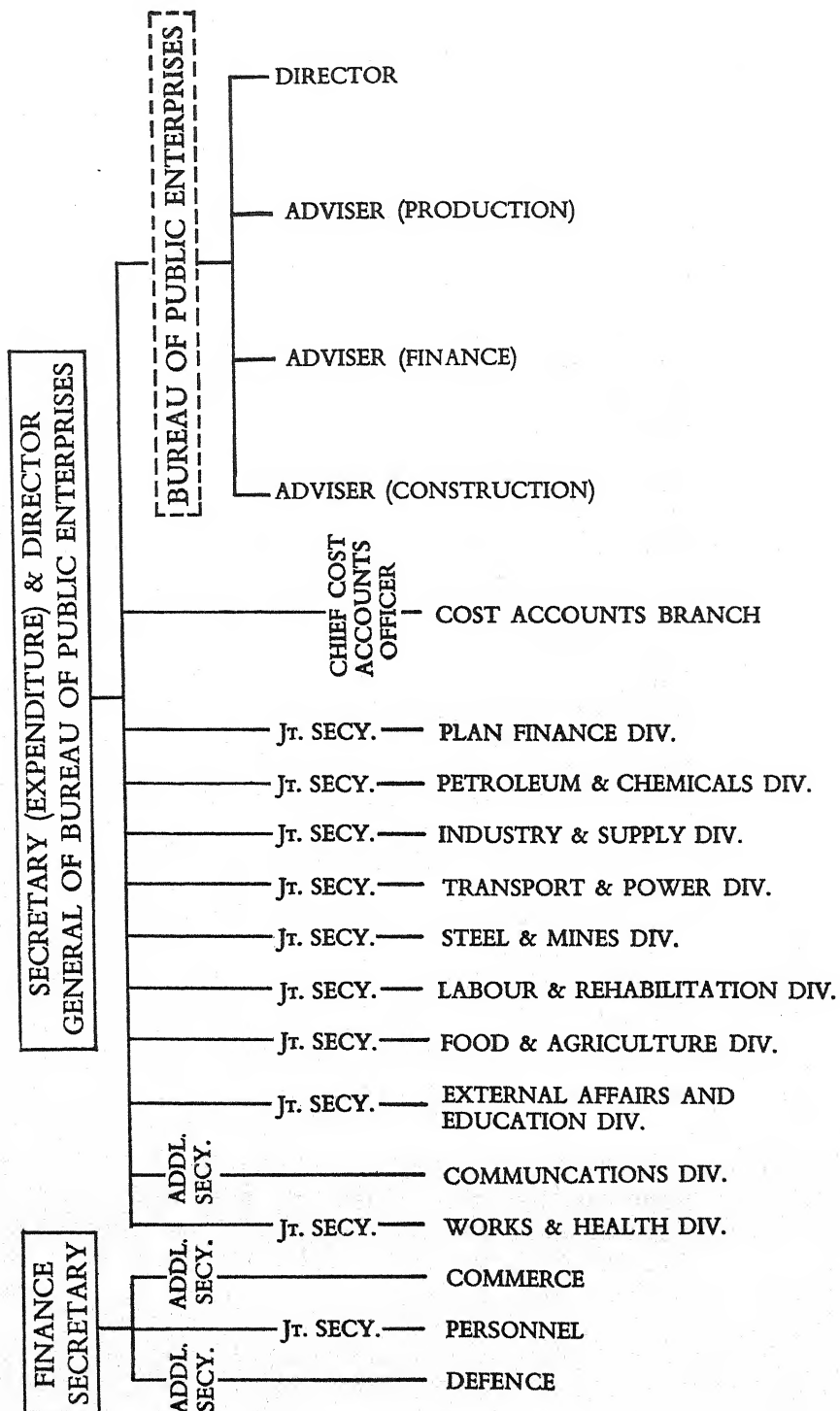
Secretary (Finance)	1
Secretary (Expenditure)	1
Additional Secretary	2
Joint Secretary	10
Director	1
Deputy Secretaries	25
Chief Cost Accounts Officer	1
Senior Cost Accounts Officer	3
Deputy Adviser	3
Finance Adviser	3
Under Secretaries	40
Senior Research Officers	11
Senior Architect	1
Senior Analyst	7
Officer on Special Duty	1
Deputy Directors	3
Research-Cum-Training Officer	1
Cost Accounts Officers	17
Assistant Finance Officer	2
Assistant Accounts Officer	1
Section Officer	66
Junior Analyst	19
Assistant Engineer	1
Deputy Architect	1
Assistant Director	4
Assistant Cost Accounts Officers	14

Defence Division

Finance Adviser and Additional Secretary	1
Additional Financial Adviser and Joint Secretary	4
Deputy Financial Adviser and Deputy Secretary	10
Assistant Financial Adviser and Under Secretary	28
Section Officers	58

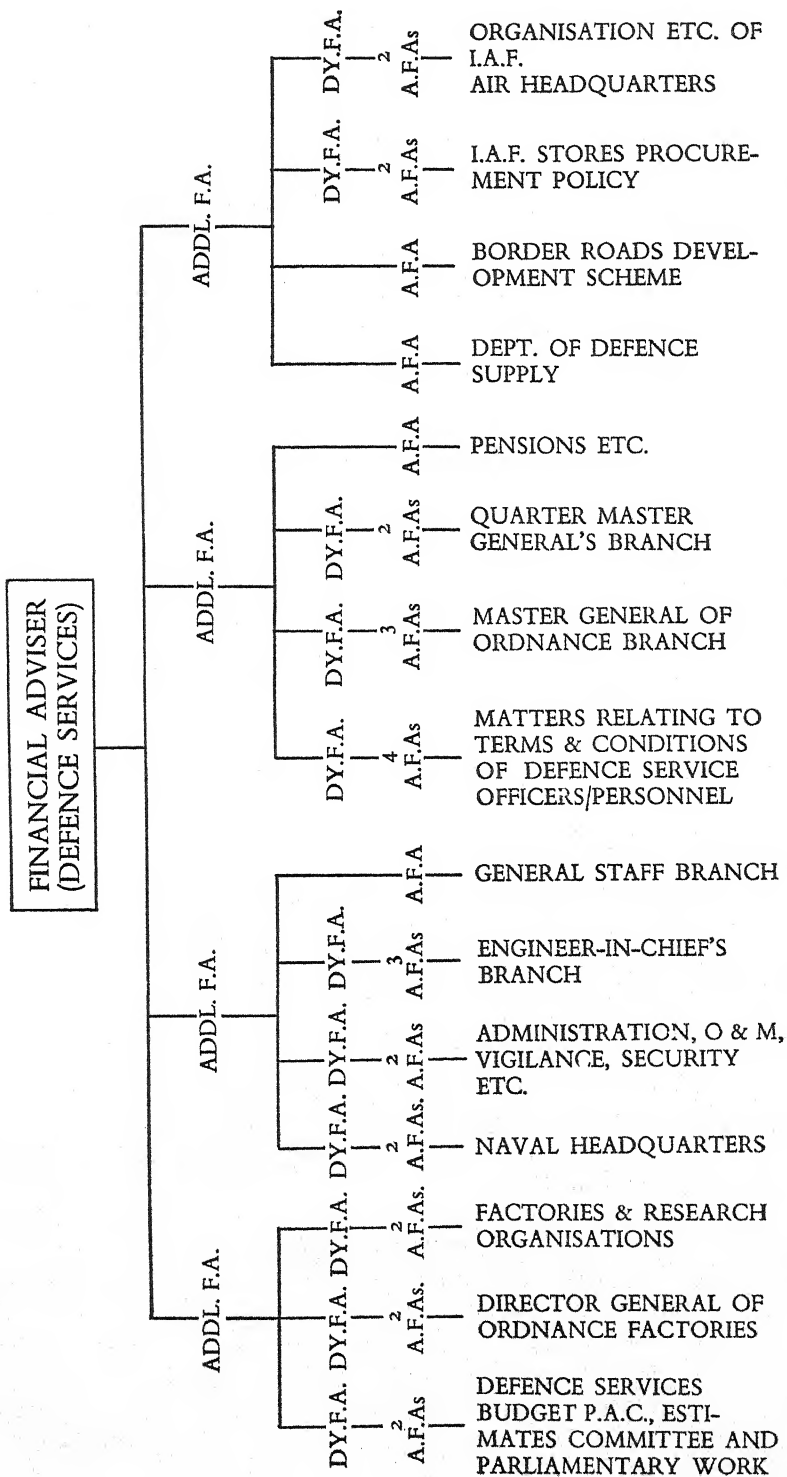
The detailed organisation of the Department of Expenditure is indicated in the charts on pages 102 and 103.

DEPARTMENT OF EXPENDITURE
AS ON 1-10-68



DEPARTMENT OF EXPENDITURE (DEFENCE DIVISION)

AS ON 1-1-1969



F.A.—FINANCIAL ADVISER

C. DEPARTMENT OF ECONOMIC AFFAIRS

The Department of Economic Affairs is responsible for the following subjects:

1. Administration of the foreign exchange Regulations Act, other than enforcement work mentioned under the Department of Revenue.
2. Foreign exchange budgeting.
3. Control of the foreign exchange resources including scrutiny of proposals for imports from the foreign exchange point of view.
4. Foreign investment.
5. Import and export of gold and silver.

Foreign Aid for Economic Development

6. Technical and economic assistance received by India under:
 - (a) The Technical Cooperation Schemes of the Colombo Plan.
 - (b) The United States Point Four Programme.
 - (c) The United Nations Technical Assistance Administration Programme.
 - (d) *Ad hoc* offers of technical assistance from various foreign countries.
7. Technical assistance given by India to the member countries of the Colombo Plan under Technical Cooperation Schemes of the Colombo Plan.
8. All matters relating to the Meetings of the Colombo Plan Council and the Consultative Committee of the Plan, and —
 - (a) U.S. Technical Cooperation Mission.
 - (b) U.S. Development Loan Fund.
 - (c) Colombo Plan.
 - (d) Norwegian Aid.
 - (e) Ford Foundation and Rockefeller Foundation.
 - (f) Loans and Credits from foreign countries.
 - (g) Loans and Credits from IBRD and IMF, Export-import Banks, etc.

Internal Finance

9. Currency and banking, that is, questions relating to —
 - (a) The security press and the Mints including the Assay Department and Silver Refinery Project.
 - (b) Coinage.
 - (c) Note Issue.

- (d) The Reserve Bank of India, the State Bank of India and other Banks.
 - (e) Indigenous banking.
 - (f) Money lending and Money lenders.
 - (g) Holidays under the Negotiable Instruments Act, 1881.
 - (h) Administration of the Indo-Pakistan Banking Agreement.
 - (i) Functions of the Treasurer of the Charitable Endowments for India.
10. Investment Policy.

Economic Advice

11. Preparation of briefs and submission of material on financial and economic questions relating to India's participation in the United Nations and Allied Organisation (as for example, Economic and Social Council, Economic Commission for Asia and Far East, etc.)

Budget

- 12. Ways and means.
- 13. Preparation of Central Budget, other than Railway Budget, including Supplementary, Excess Grants.
- 14. Borrowing and Floatation of Market Loans by the Central and State Governments.
- 15. Borrowing of public bodies such as Corporations, Municipalities, etc.
- 16. Administration of the Public Debt Act.
- 17. Administration of the Central Treasury Rules.
- 18. Fixation of interest rates, including Borrowing Rates, Productivity Test Rates, etc.
- 19. Accounting and Audit procedures including classification of transactions.
- 20. Financial matters relating to partition, Federal Financial Integration and Reorganisation of States.
- 21. Administration of the Contingency Fund of India Rules.
- 22. Treasury bills including *ad hocs* to replenish the Central balances.
- 23. Sterling pensions — Transfer of responsibility to U.K. Government and actuarial calculation of the liability involved.
- 24. Conspectus of Central and State Government Budgets.
- 25. Finance Commission.
- 26. Taxation Enquiry Commission.
- 27. Grants to the Indian Institute of Public Administration.
- 28. Small Savings, including the administration of the National Savings Organisations.

Corporations

29. The Administration of Industrial Finance Corporation Act, 1948 and Rehabilitation Finance Administration Act, 1948.
30. State Financial Corporation under the State Financial Corporation Act, 1951.
31. The Industrial Credit and Investment Corporation of India Limited.
32. The Finance Corporation for Industry.

Stock Exchanges

33. Administration of Securities Contracts (Regulation) Act, 1956.
34. Regulation of Stock Exchange.

Stock Issue

35. Control over the Issues of Capital by Joint Stock Companies.

II. ORGANISATION

The Department of Economic Affairs has under it one Attached Office, eight Subordinate Offices, further, there is one public undertaking under the administrative control of the Department. The Department is divided into the following Divisions:

- (i) Budget Division
- (ii) Internal Finance Division
- (iii) External Finance and Foreign Aid
- (iv) Economic Division
- (v) Administration Division

A short description of these divisions is given below:

(i) Budget Division

Budget Division is primarily responsible for the preparation of the Central Budget other than the Railway Budget. The estimates for defence services are scrutinised and compiled by the Defence Division, while the estimates for the Posts and Telegraphs Department are compiled by the Director-General, Posts and Telegraphs. The estimates relating to the other Ministries and the Departments of the Government of India are compiled by the Budget Division, with the assistance of the associated Finance Divisions in the Ministries and Departments. The ultimate

responsibility for the preparation of the entire budget and supporting documents vests in the Budget Division. Further, the Division is responsible for the following items of work:

- (a) Preparation of supplementary demands for grants and demand for excess grants.
- (b) Preparation of the 'ways and means' estimates, the floating of public loans, promotion of small savings movement, women's savings campaign, administration of public debt and borrowing by the State Governments, implementation of the recommendations of the Finance Commission and the administration of the Contingency Fund of India Rules, including the sanctioning of the advances and their ultimate recoupment to the Fund.
- (c) Questions pertaining to audit and accounting procedure, classification of transactions in Government accounts and framing and application of the treasury rules.
- (d) Work connected with the fixing of borrowing rate of interest, productivity test rate, interest rates chargeable on the loans sanctioned by the State governments, commercial departments and other parties and the Accounts and Audit Reports of the Comptroller and Auditor-General to the President of India before their presentation to Parliament.
- (e) Issuing of standing instructions for maintaining proper control over expenditure during the course of the year, and for accepting of the provision not required by the Ministries.

(ii) *Internal Finance Division*

The Internal Finance Division deals with matters connected with banking including social control over commercial banks, industrial finance control of capital issues and currency and coinage. The Division administers the Government Mints, the Silver Refinery, the Indian Security Press, the Security Paper Mill and the Kolar Gold Mining Undertakings. It is also responsible for the administration of the Securities Contract (Regulation) Act of 1956, and the regulation of stock exchanges in the country.

(iii) *External Finance and Foreign Aid Division*

The External Finance and Foreign Aid Division deals with financial and economic relations with foreign countries and international institutions. It is responsible for the administration of exchange control, the execution of payment and other financial agreement, the examination of proposals for foreign investments, the obtaining of foreign loans and for the external financial and economic relations of India generally.

(iv) Economic Division

The Economic Division is an advisory wing of the Department of Economic Affairs. The Division is responsible for the following functions:

- (a) Research into and study of important economic, financial and monetary problems.
- (b) Preparation and maintenance of statistics relating to balance of payments, balance of trade, currency and coinage.
- (c) Study and analysis of foreign economic and financial reports, received from the Indian diplomatic missions and the trade representatives abroad.

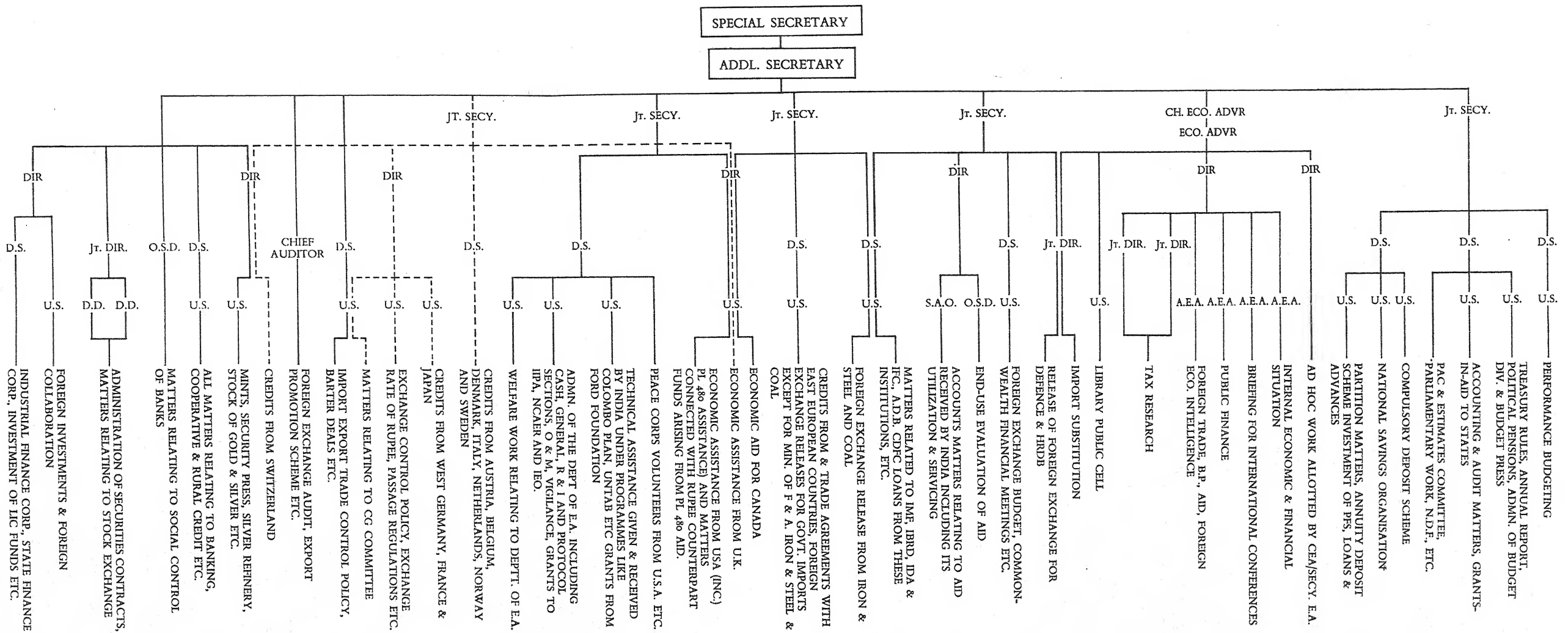
(vi) Administration Division

The Administration Division looks after the administrative matters of the Department of Economic Affairs. The Division also deals with the work relating to the administration of grants to the Indian Institute of Public Administration, the National Council of Applied Economic Research and the Indian Economic Association.

SECRETARIAT

Special Secretary	1
Additional Secretary	1
Chief Economic Adviser	1
Economic Adviser	1
Joint Secretary	6
Director	7
Chief Auditor	1
Deputy Economic Adviser	1
Deputy Secretary	10
Officer on Special Duty	2
Officer on Special Duty (Accounts)	1
Under Secretary	20
Joint Director	4
Deputy Director	3
Assistant Economic Adviser	3
Senior Research Officer	10
Senior Accounts Officer	1
Assistant Accounts Officer	6
Section Officer (Technical)	2
Research Officer	17
Section Officer	52
Administrative Officer	2

DEPARTMENT OF ECONOMIC AFFAIRS
AS ON 1-1-69



Superintendent, Finance Commission
Finance Officer

1

1

The detailed organisation of the Department of Economic Affairs is indicated in the chart placed alongside.

III. ATTACHED OFFICE

National Savings Organisation, Nagpur

The National Savings Organisation works on a State-wide basis, and is controlled by the Central Office located at Nagpur, under the charge of the National Savings Commissioners. The National Savings Organisation aims at inculcating the habit of the thrift amongst the masses, and encouraging the small investors to lend their savings to the Government. The regional offices of the Organisation located in each State are headed by Regional National Savings Officer.

IV. SUBORDINATE OFFICES

1-3 *Indian Government Mints (at Bombay, Calcutta, and Hyderabad)*

The Indian Government Mints are mainly responsible for:

- (a) Minting, casting, stamping and refining of gold and silver bullion from Indian mines, banks, bullion merchants and the general public.
- (b) Manufacture and repairs of note-punching for the Reserve Bank of India.
- (c) Manufacture, verification and adjusting of standard weights and measures.
- (d) Manufacture of stamp office dyes, Government seals, etc.
- (e) Striking of medals, badges, etc.
- (f) Checking the correctness of the coins.

4. *India Security Press, Nasik Road*

The India Security Press, established in 1925, is responsible for printing both currency notes and stamps (postal and non-postal) for the Government of India.

5. *Silver Refinery, Calcutta*

The Silver Refinery has been set up to extract silver from the withdrawn

quaternary coins. The current output of silver from these coins is about half a tonne daily.

6. *Security Paper Mill, Hoshangabad*

The Security Paper Mill has been set up for the production of currency and bank note paper in the country. The Mill went into production in 1968.

7. *Rehabilitation Finance Administration Unit,
New Delhi*

The Rehabilitation Finance Administration was established by an Act of Parliament in 1948, as a public sector undertaking for the purpose of giving financial assistance at reasonable terms to displaced persons to enable them to settle in business or industry. It was dissolved in January 1961, when it was considered that it had fulfilled the purpose for which it was set up. The residuary work of the Rehabilitation Finance Administration, which mainly consists of collection of outstanding dues, is now handled by this Unit. The dues amounted to Rs. 340 lakhs comprising 3594 cases as on January 1, 1969.

8. *Kolar Gold Mining Undertakings, Oorgaum
(Mysore)*

The Government of Mysore nationalised the Kolar Gold Mining Undertakings in November 1956. The Undertakings were taken over by the Government of India in December, 1962, and are being run as a Subordinate Office under the Department of Economic Affairs.

V. PUBLIC UNDERTAKINGS

1. *The Reserve Bank of India, Bombay*

The Bank was set up in 1935 under the Reserve Bank of India Act of 1934. It was nationalised in 1948, and all the shares of the Bank held by members of the public were acquired by the Government for which compensation was paid. The Government provided to the Bank an initial capital of Rs. 5 crores.

The Reserve Bank is a bankers' bank and the Government's banker as well. It has the sole authority for the issue of currency notes in the country (other than one rupee coins and notes and subsidiary coins). The primary function of the Reserve Bank is to regulate the monetary system of the country, so as to promote economic stability, and to assist the growth of the economy within the framework of the general economic policy of the

Government. It plays an active part in the expanding field of industrial and rural finance. It enjoys extensive powers for the regulation of credit.

The Reserve Bank conducts the banking and financial operations of the Central and State Governments including the management of public debts. It has the custody and management of the country's international reserves. It exercises control over payments and receipts for international transactions in conformity with the trade control which is operated by Government. The Bank also advises the Government on economic matters in general and financial problems in particular. It controls licensing of new banks, and has authority to approve or veto schemes of amalgamation. It carries out regular inspections of banks and keeps itself informed of their condition. It is under an obligation to buy and sell foreign exchange at such rates and such terms as the Central Government determines, from time to time.

The Reserve Bank is managed by the Central Board of Directors, whose members are nominated by the Government of India and includes one official of the Finance Ministry. The Governor of the Bank is its chief executive. He is assisted by a Deputy Governor. The Government has taken powers to give directions to the Bank on matters of policy and to make rules for the working of the Bank. Subject to such directions, the Board of Directors is authorised to superintend and manage the business of the Bank according to the original Act.

The Industrial Development Bank of India, a wholly owned subsidiary of the Reserve Bank of India, was set up in July 1964, to bring into existence an apex development bank, to coordinate and supplement the activities of other financial institutions providing term-finance to industry as well as to provide direct financial assistance to industrial units.

2. *The State Bank of India, Bombay*

The State Bank of India came into being in July 1955, under the State Bank of India Act of 1955, when the entire undertaking of the Imperial Bank of India including its assets and liability was transferred to it. The step was taken with view to extend banking facilities on a large scale, more particularly in the rural and suburban areas of the country. The State Bank of India Act requires that the Reserve Bank of India should hold not less than 55 per cent of the issued share capital of the State Bank. At present, the Reserve Bank holds about 92 per cent of the capital, the rest being held by private shareholders.

The State Bank of India acts, if so required by the Reserve Bank, as the latter's agent at places in India where the State Bank has a branch and where there is no branch of the Banking Department of the Reserve Bank. With the sanction of the Central Government, the State Bank may enter

into negotiations for acquiring the business, including the assets and liabilities of any banking institution.

The management of the Bank is entrusted to a Central Board of Directors, which consists of a chairman, a vice-chairman, two managing directors, sixteen directors nominated by the Central Government. The Board is enjoined by the Act to function on business principles, regard being paid to public interest. The Central Government, in consultation with the Governor of the Reserve Bank and the Chairman of the State Bank, is entitled to issue directives to the Bank on matters of policy involving public interest.

3. *Industrial Finance Corporation, New Delhi*

The Industrial Finance Corporation, set up in 1948, under an Act of Parliament, provides financial assistance to public limited companies and cooperative societies. The Corporation assists only public limited companies and cooperative societies which are engaged in manufacture, shipping, mining and running of hotels. The Corporation's assistance can be in the form of loans, guaranteeing deferred payments and under-writing share capital. The paid-up capital of the Corporation is Rs. 8.3 crores which is held equally by the Industrial Development Bank of India (a wholly owned subsidiary of the Reserve Bank of India) and by scheduled banks, insurance companies, cooperative banks and other financial institutions. The Corporation is managed by a Board of Directors consisting of a Chairman appointed by the Central Government and other members representing the Industrial Development Bank of India, insurance companies, cooperative banks, scheduled banks, etc.

The Corporation has branch offices at Bombay, Calcutta and Madras.

4. *Agricultural Refinance Corporation, Bombay*

The Agricultural Refinance Corporation, a statutory corporation started function in July 1963. It is primarily a refinancing agency and provides finances to those banks which forward loans for schemes of agricultural development. State cooperative banks, credit and land mortgage banks, and scheduled banks, which are share-holders of the Corporation have been made eligible for financial assistance from the Corporation. In exceptional cases, the Corporation directly provides loans to those cooperative societies, which are approved by the Reserve Bank for the purpose. The refinance facilities of the Corporation are made available to an eligible institution either on the guarantee of the concerned Government or on the basis of security in the form of sub-mortgage of land, machinery, etc.

The Corporation is managed by a Board of Directors, consisting of a chairman, a managing director and six directors.

5. *Unit Trust of India, Bombay*

The Unit Trust of India was set up in February 1964 under the Unit Trust Act of 1963, to provide the small investor means for making investments which combine the advantages of minimum risks and reasonable returns. With this objective in view, the Unit Trust pools the savings of the community and invests them in securities of various types.

The subscribed capital of the Unit Trust of India is Rs. 5 crores contributed by the Reserve Bank of India, Life Insurance Corporation, State Bank of India and its subsidiary banks and scheduled banks and other specified financial institutions. The management of the Unit Trust is vested in a Board of Trustees, consisting of a chairman and an executive trustee, both appointed by the Reserve Bank of India, and eight trustees nominated by the contributing banks.

VI. ADVISORY BODIES

1. *National Savings Advisory Committee*

The National Savings Advisory Committee coordinates and guides the activities of similar advisory committees in the States and assists and advises the Government of India as regards measures necessary to promote national small savings schemes.

This Committee is headed by a chairman and consists of 13 non-official members. The National Savings Commissioners act as its Member-Secretary. The Committee also co-opts specialists in different fields, *e.g.*, eminent economists, bankers, sociologists etc., as members, as and when necessary.

2. *Central Advisory Board for Women's Savings Campaign*

The Central Advisory Board for Women's Savings Campaign is responsible for coordinating the activities of similar advisory boards in the States. It also advises the Government of India in spreading the savings movement generally, and the women's savings campaign in particular.

STRENGTH OF STAFF

Department of Revenue & Insurance	69,489
Department of Expenditure	
(a) Civil	1,251
(b) Defence	22,718
Department of Economic Affairs	12,372

Some of the important publications of the Ministry of Finance are given below:

1. *Economic Review* (weekly)
2. *Statistics on the Working of Capital Issues Control* (Quarterly)
3. *Annual Report of the Ministry of Finance*
4. *Economic Survey* (Annual)
5. *Pocket Book of Economic Information* (Annual)
6. *The Indian Insurance Year Book* (Annual)
7. *Budget Papers* (Annual)
8. *External Assistance* (Annual)
9. *Income Tax Revenue Statistics* (Annual)
10. *Report of the Direct Taxes Administration Enquiry Committee* (1960)
11. *Reports of the Finance Commission*
12. *Indo-U.S. Technical Cooperation Programme* (1961)

MINISTRY OF HOME AFFAIRS

THE HOME DEPARTMENT of the Supreme Government in India during the East India Company's rule was first created in May 1843, when the secretariat of the Government of India was separated from that of the Government of Bengal. A separate Secretary was appointed for this Department, which was organised in six branches, *viz.*, the General, Revenue, Marine, Judicial, Legislative and the Ecclesiastical Branch. The General Branch was responsible for appointments, internal politics, jails, police, factories, explosives, petroleum, education, hospitals, public health, public works, municipalities and local boards and the administration of the Arms Acts, and the other branches for subjects as indicated by their designations. Although these subjects fell primarily within the jurisdiction of provincial governments, effective control over them rested with the Government of India, in view of the dominant conception that the entire governmental system was one indivisible whole and answerable to the British Parliament. The work of the Home Department consisted, therefore, to a large extent, in controlling the provincial governments in respect of these matters, while it more directly administered Port Blair in the Andamans, to which convicts sentenced to transportation for life were sent, and other centrally administered territories.

With the creation of new Departments, a number of subjects under the Home Department were taken away from time to time. Matters relating to public works were the first to be separated from the Home Department by

the creation of a Public Works Department in 1855. In 1869, out of what hitherto had been a branch of the Home Department, was created a Legislative Department. With a view to improving and developing the agricultural resources in the country, a separate Department of Revenue and Agriculture was created in 1871. But this newly created Department did not prove very satisfactory for the purpose for which it had been created, and accordingly it was reabsorbed in the Home Department in 1873. However, on the recommendation of the Famine Commission of 1880, the Department of Revenue and Agriculture was revived in 1881. The next major change was attempted in 1905, when a new Department of Industry and Commerce was created and it took over from the Home Department subjects relating to factories, explosives and petroleum. In 1910, the subject 'Education' was separated from the Home Department, and placed under the newly created Department of Education.

The characteristic feature of the organisation of the Government of India, prior to 1919, was the centralisation of all power and authority in the Governor-General in Council. Under the Government of India Act of 1919 responsibility for certain subjects was delegated to the provinces, and these subjects were divided into two categories. *viz.*, 'Reserved' and 'Transferred'. The subjects in the Reserved List, like police, newspapers, prisons, etc., were with the provincial Governors and their Councils, but they were bound to obey the orders of the Central Government in these matters. A substantial amount of control of the Home Department over provincial administrations, in respect of law and order, etc., therefore, still remained with Central Government after the passing of the Act of 1919.

The period between the Government of India Act of 1919 and the Government of India Act of 1935 witnessed one important reorganisation in the Departments, *viz.*, the setting up of a Department of Education, Health and Lands in 1923. The new Department took over the subject 'Health' from the Home Department. The Government of India Act of 1935 enlarged the scope of provincial responsibility by removing the distinction made in the 1919 Act between subjects in the 'Transferred' and the 'Reserved' fields. Under the 1935 Act, with certain exceptions, a province was subject to no interference from the Centre within its own legislative and administrative sphere. In many respects, the powers of the Governor were similar to those of the Governor-General. He had certain discretionary powers and special responsibilities. The executive authority of a province was exercised on behalf of the Crown by the Governor who was appointed by the Crown. As the executive power of the provinces now extended to public order, police, administration of justice, prisons, etc., the subjects included in the Provincial List, the control of the Home Department over provincial governments in respect of these subjects ceased to exist, except in case of ecclesiastical matters, safeguarding the interests

of minorities and members of the public services and the prevention of discrimination for which the Governor-General had special responsibility.

In October 1941, the information activities of the Government of India were separated from the Home Department and were placed under the newly created Department of Information and Broadcasting. In August 1947, the Department of Home was redesignated as the Ministry of Home Affairs.

Under the Constitution of India (1950), the States enjoy full autonomy in respect of subjects included in the State List, which comprise law and order, police, jails, etc., but the States must exercise their executive powers so as not to impede or prejudice the exercise of the executive power of the Union and as also to comply with the Acts of Parliament. The executive power of the Union Government includes power to give direction to the States to ensure compliance with the laws made by Parliament and any existing laws which apply in the States. In particular, the Union Government may issue directions for the protection of railways, and the construction and maintenance of communications of national or military importance. The Constitution also provides for assumption of executive power of a State by the President in case of emergencies. In such circumstances, the Ministry of Home Affairs exercises control over State administration in particular fields.

A new Department of States was created in July 1947, to deal with the questions relating to the princely states. The Department, which was designated as the Ministry of States in August 1947, was merged in the Ministry of Home Affairs in January 1955. In February 1964, the Central Vigilance Commission, with status and role broadly corresponding to the Union Public Service Commission, was established to deal with the problem of corruption in public services.

In March 1964, the Department of Administrative Reforms was set up in the Ministry of Home Affairs to look into the problems of reforms in the Central administration. The O & M Division of the Cabinet Secretariat was merged with the Department of Administrative Reforms. In June 1964, a new Department of Social Security was established by the Government of India, and it took over from the Ministry of Home Affairs subjects relating to welfare of scheduled castes, scheduled tribes and other backward classes.

The administrative control of Assam Rifles was transferred from the Ministry of External Affairs to the Ministry of Home Affairs in August 1965. In January 1966, a Commission of Enquiry, the Administrative Reforms Commission, was set up by the Government to examine the system of public administration of the country and make recommendations for reforms and reorganisation. The Commission is 'attached' to the Ministry of Home Affairs.

II. FUNCTIONS

The Ministry of Home Affairs deals mainly with matters relating to maintenance of peace and public tranquillity and the manning and administration of public services. In addition, the Ministry is also responsible for the administration of Union Territories, matters relating to the appointment and conditions of service of the Chief Justice and other Judges of the Supreme and High Courts, Bills passed by State legislatures and reserved for the Presidents assent, and the residuary work pertaining to erstwhile princely States are also dealt with in the Ministry. The following is the detailed list of subjects allocated to the Ministry of Home Affairs:

A. Union Subjects

1. Formation of new States, and alteration of areas, boundaries and names of existing States.
2. Issue of notifications of election of the President and the Vice-President.
3. (i) Grant of pardons, reprieves, suspension, remission or commutation of a sentence of death; and
(ii) Petitions for remission of sentences (other than death sentences) or for pardon of prisoners sentenced by courts in States for offences against any law relating to a matter to which the executive power of the Union extends.
4. Issue of notifications of appointment and resignation of the Prime Minister, other Ministers and Parliamentary Secretaries of the Union.
5. Rules for the authentication of papers in the name of the President.
6. Matters relating to the elections and nominations to Parliament.
7. Appointment, resignation and removal of the Chief Justice of India and Judges of the Supreme Court of India; their salaries, rights in respect of leave of absence (including leave allowances), pensions and travelling allowances.
8. Issue of notifications of appointment, resignation and removal of Governors/Lt.-Governors.
9. Bills passed by legislatures of States (except Jammu & Kashmir) reserved by Governors for the consideration of the President; and prior consultation with the Central Government by State Governments as regards State Legislation.
10. Prior approval of the President to the promulgation of ordinances by Governors of States.
11. Appointment, resignation and removal, etc., of Chief Justices and Judges of High Courts in States; their salaries, rights in respect of leave of absence (including leave allowances), pensions and travelling allowances.

12. Appointment of Lt.-Governors, Chief Commissioners, Judicial Commissioners and of Administrative and Judicial Officers in Union Territories.
13. Regulations applicable to the Andaman, Nicobar, Laccadive, Minicoy and Amindivi Islands.
14. (i) Scheduled Areas;
(ii) Matters relating to autonomous districts of Assam excluding roads and bridge works and ferries thereon; and
(iii) Regulations framed by the Governors of States for Scheduled areas and for Tribal Areas specified in Part 'A' of the Table appended to paragraph 20 of the Sixth Schedule to the Constitution.
15. The administration of the North-East Frontier Agency areas (*i.e.*, tribal areas of Assam specified in Part 'B' of the table appended to part 20 of the Sixth Schedule to the Constitution) excluding administrative control over the execution of road works in those areas.
16. Assam Rifles.
17. Border Security Force.
18. Inter-State Councils.
19. Property accruing to the Union by escheat or lapse or as *bona vacantia*.
20. Union Public Service Commission.
21. Reservation of posts in services for certain classes of citizens.
22. (i) Appointment, resignation and removal of the Chairman and Members of the Commission on Official Language;
(ii) Report of the Commission (including matters connected with the examination of the recommendations contained therein by the Committee of the Houses of Parliament); and
(iii) Issue of directions of the President in regard to the language to be used for different official purposes of the Union.
23. Hindi Teaching Scheme for Central Government Employees.
24. Special provision relating to the language spoken by a substantial proportion of the population of a State.
25. Prior approval of the President for authorising the limited use of a language other than English in the proceedings in the High Court of a State.
26. (i) Appointment, resignation, etc., of the Special Officer for Linguistic Minorities; and
(ii) Report of the Special Officer.
27. Matters relating to the Emergency provisions of the Constitution (other than those relating to financial emergency).
28. Recognition of Rulers of former Indian States and their successors and other matters relating to them and their families.

29. Constitutional provisions with respect to the State of Jammu & Kashmir and other matters relating to that State excluding those with which the Ministry of External Affairs is concerned.
30. Special provisions in Article 371 of the Constitution with respect to the State of Andhra Pradesh.
31. Arms, fire-arms, ammunition and matters relating to the Explosive Substance Act, 1908.
32. Central Bureau of Intelligence and the Delhi Special Police Establishment.
33. According of sanction for the prosecution of any person for any offence investigated into by the Delhi Special Police Establishment, where such sanction is required to be accorded by the Central Government.

Sanction for the prosecution of any person for any offence not investigated into by the Delhi Special Police Establishment, shall be accorded by the Administrative Ministry, where such sanction is required to be accorded by the Central Government.

34. Preventive detention for reasons connected with defence, foreign affairs, or the security of India; persons subjected to such detention
35. Conventions with other countries in judicial matters, including questions relating to the International Court of Justice and references from the United Nations Organisation relating to traffic in women and children, and obscene publications, and prevention of crime and treatment of offenders.
36. Citizenship and naturalisation.
37. Immigration for Foreign and Commonwealth countries, except the Union of South Africa, or any other country to which the Reciprocity Act applies.
38. Entry of persons, other than returning emigrants, from Commonwealth countries, except those to which the Reciprocity Act applies.
39. Grants of visas and endorsements for entry into India, and the control of foreigners in India.
40. Grant of visas for India to Pakistani nationals for permanent stay in India.
41. Deportation of nationals of foreign States from India.
42. Repatriation to Pakistan of released Pakistani prisoners.
43. Lotteries organised by the Government of India or the Government of a State.
44. Matters relating to the National Academy of Administration, the Central Police Training College, the Central Detective Training School, the Central Forensic Science Laboratory, the Central Finger Print Bureau, the Central Emergency Relief Training Institute and the National Fire Service College.

45. Census of population.
46. General questions (other than those which have a financial bearing) including Conduct Rules relating to All-India and Union Public Services, except in regard to services under the Control of the Ministry of Railways and the Department of Atomic Energy.
47. Central Vigilance Commission.
48. Scheme for staffing senior posts at the Centre.
49. Appointments Committee of Cabinet, Central Establishment Board, Central Secretariat Service Selection Board and the Establishment Officer to the Government of India.
50. Matters relating to Indian Administrative and Police Services including, I.C.S. and I.P.
51. All India Civil List and History of Services.
52. Indian Frontier Administrative Service.
53. Central Secretariat Service (Re-organisation and Re-inforcement) Scheme, Central Secretariat Stenographers' Service Scheme and Central Secretariat Clerical Service Scheme.
54. Indian Statistical Service and Indian Economic Service.
55. Other Central Services, except Railway Services and services under the control of the Department of Atomic Energy—general questions relating to recruitment, promotion and seniority.
56. General policy regarding age limits, medical standards, educational qualifications and recognition of non-technical degrees/diplomas for appointment to Government Service.
57. Conditions of service (other than those which have a financial bearing) of ministerial and class IV staff of the Government of India Secretariat and its attached and subordinate offices except that of the Ministry of Railways and the Department of Atomic Energy.
58. Classification of posts and grant of gazetted status in relation to services other than railway services.
59. Leave travel concession for civil employees other than Railway employees.
60. Recruitment of ministerial staff for the Government of India Secretariat and its attached offices except that for the Ministry of Railways and the Department of Atomic Energy.
61. Appointment of non-Indians to civil posts under the Government of India, except posts under the Ministry of Railways and the Department of Atomic Energy.
62. General policy regarding resettlement of Indian employees of the Government of Burma.
63. Concessions to war-service candidates in respect of appointments to civil posts and services.
64. General policy regarding resettlement of Displaced Government

Servants from areas now in Pakistan and retrenched temporary employees.

65. Concessions to political sufferers in the matter of first appointment or re-appointment to the Public Services.
66. General policy regarding grant of extensions to or re-employment of superannuated officers.
67. Issue of certificates of eligibility for appointment to civil services and posts under the Union in respect of aliens.
68. General policy regarding retrenchment and reversion of temporary Government servants except those under the Ministry of Railways.
69. The Central Civil Services (Temporary Service) Rules, 1949.
70. Administration of the Central Services (safeguarding of National Security) Rules.
71. Matters relating to the Central Secretariat Security Organisation.
72. Service associations of non-industrial employees of the Government of India.
73. Matters relating to provision of amenities to the Secretariat Staff, Canteens and Tiffin Rooms in the Central Government Buildings in Delhi.
74. Official dress; uniforms for Class IV and other Government servants in the Central Secretariat and its attached offices.
75. Working hours and holidays for Government of India Offices.
76. Emoluments, allowances, privileges and rights in respect of leave of absence of the President and Governors; salaries and allowances of Ministers, Deputy Ministers and Parliamentary Secretaries of the Union.
77. Constitution and organisation (excluding jurisdiction and powers) of the Supreme Court (but including contempt of such Court) and the fees taken therein.
78. Constitution and organisation of the High Courts and the Courts of Judicial Commissioners except provisions as to officers and servants of these Courts.
79. Extension of the jurisdiction of a High Court to and exclusion of the jurisdiction of a High Court from any Union Territory.
80. Extension of the powers and jurisdiction of members of a police force belonging to any State, to any area outside that State, but not so as to enable the police of one State to exercise powers and jurisdiction in any area outside that State without the consent of the Government of the State in which such area is situated; extension of the powers and jurisdiction of members of a police force belonging to any State to railway areas outside that State.
81. Inter-State migration.
82. Inter-State Police Wireless System.
83. Entertainment Fund for Inter-State meetings and conferences.

84. Central Reserve Police.
85. National Anthem.
86. National Flag of India; President's and Governors' Standards.
87. State Emblem.
88. Warrant of Precedence.
89. Awards and decorations.
90. Police Medals.
91. National Festivals.
92. Formalities to be observed on the death of high dignitaries in India.
93. Erection of memorials in honour of freedom fighters.
94. Political pensions.
95. Compassionate allowance to dependents of mutiny veterans.
96. Home Minister's Discretionary Fund for the grant of relief to persons who served the nation by their work in political, social, philanthropic or other fields when they are in need of special assistance.
97. Prevention of the bringing into India of undesirable literature under Section 19 of the Sea Customs Act.
98. Administration of the Notaries Act, 1952.
99. Emergency Relief Organisation Scheme, development of fire services.
100. Directorate of Manpower.
101. Poisons.

B. Concurrent Subjects

102. Criminal law.
103. Criminal procedure.
104. Preventive detention for reasons connected with the security of a State, the maintenance of public order, or the maintenance of supplies and services essential to the community; persons subjected to such detention.
105. Removal from one State to another State of prisoners, accused persons and persons subjected to preventive detention for reasons specified in entry 102 above.
106. Vital statistics including registration of births and deaths.
107. Newspapers, books and printing presses.

C. Additional Subjects with regard to Union Territories

- (i) *For the Union Territories of Delhi, Himachal Pradesh, Manipur, Tripura, Pondicherry, Goa, Daman and Diu, Dadra and Nagar Haveli, and Chandigarh.*

108. Public order (but not including the use of the naval, military or air forces of the Union in aid of the Civil power).
109. Police, including railway and village police.
110. Administration of justice; constitution and organisation of courts and fees taken therein.
111. Prisons, Reformatories, Borstal institutions and other institutions of a like nature and persons detained therein; arrangements with other States for the use of prisons and other institutions.
112. Constitution and powers of Delhi Municipal Corporation and the New Delhi Municipal Committee.
113. Delhi Fire Service.
114. Betting and gambling.
115. General questions relating to public services.
116. Court Fees and Stamp duties in the Union Territories.
117. Offences against laws with respect of any of the matters in List II of the Seventh Schedule to the Constitution.
118. Jurisdiction and powers of courts in respect of any of the matters in List II of the Seventh Schedule to the Constitution.
119. Fees in respect of any of the matters in List II of the Seventh Schedule to the Constitution but not including fees taken in any Court.
120. Extension of State Acts to the Union Territories.
121. Inquiries and statistics for the purpose of any of the matters in List II of the Seventh Schedule to the Constitution.
122. General questions relating to administration on subjects other than those dealt with in other departments.

All matters enumerated in Part II.

(ii) *For the Union Territory of Andaman and Nicobar Islands*

123. All matters except
 - (a) forests, education, road and bridge works and ferries thereon; and
 - (b) organisation and maintenance of mainland-islands and inter-island shipping services.

(iii) *For the Union Territories of Laccadive, Minicoy and Amindivi Islands*

124. All matters relating to these islands except organisation and maintenance of mainland-islands and inter-island shipping services.

D. *Department of Administrative Reforms*

123. Administrative Reforms.
126. Organisation and Methods.

III ORGANISATION

The Ministry of Home Affairs consists of a Secretariat, seven Attached Offices and eleven Subordinate Offices. It is in the charge of a Cabinet Minister, who is assisted by a Minister of State and a Deputy Minister.

SECRETARIAT

Secretary	2
Additional Secretary	1
Director-General, Civil Defence	1
Joint Secretary and Establishment Officer	1
Joint Secretary	11
Chief Welfare Officer	1
Director, Research & Policy	1
Chief Security Officer	1
Deputy Secretary	29
Deputy Director of Training	2
Deputy Director-General, Civil Defence	1
Deputy Director-General, Home Guards	1
Sr. Staff Officer	1
Fire Adviser	1
Secretary, Delhi Flood Control Committee	1
Under Secretary	34
Security Officer	1
O.S.D. (Parliament)	1
Secretary, Central Secretariat Sports Control Board	1
Assistant Director-General, Civil Defence	2
Assistant Director-General, Home Guards	1
Senior Research Officer	1

The work in the Ministry of Home Affairs is organised in the following Divisions:

1. Administration and O & M Division.
2. Administrative Vigilance Division.
3. All India Services Division.
4. Central Secretariat Services Division.
5. Establishment Division.
6. Establishment Officer's Division.
7. Emergency Relief Division.
8. Foreigners and Citizenship Division.
9. Judicial Division.
10. Police Division.

11. Political Division.
12. States Reorganisation Division.
13. States Reorganisation (Services) Division.
14. Union Territories Division. (Administration and Services, etc.)
15. Union Territories (Legislative) Division.
16. Official Language Division.
17. Kashmir Division.
18. Welfare Division.
19. Finance and Accounts Division.
20. Manpower Directorate.
21. Public Division.
22. Public Grievances Division.
23. Training Division.
24. Joint Consultation and Compulsory Arbitration Division.
25. Secretariat Security Organisation.
26. Research and Policy Division.

The detailed organisation of the Ministry of Home Affairs is indicated in the chart placed alongside.

The Department of Administrative Reforms also forms part of secretariat of the Ministry of Home Affairs. A short description of the Department of Administrative Reforms is given below.

Department of Administrative Reforms

The Department of Administrative Reforms was set up in the Ministry of Home Affairs in March, 1964, to deal with the problem of reform, reorganisation and modernisation of administration at all levels so as to make it efficient and sensitive instrument for carrying out the task of economic development and social welfare. For this purpose the Department takes up for examination the organisation and procedures of various organisations. The Department has already completed the examination of the organisation and structure, and methods of work and procedure of the offices of the Chief Controller of Imports and Exports, Director-General of Technical Development, Director-General of Supplies and Disposal and the Central Public Works Department. The Department is, therefore, responsible for assisting the Government in effective implementation of measures for improvement of administration.

The Department is presently servicing some of the study teams of the Administrative Reforms Commission and also processing some of their reports.

The Organisation and Methods Division, which was set up in 1954 in the Cabinet Secretariat, now forms part of the Department of Administrative Reforms.



MINISTRY OF HOME AFFAIRS

MINISTER

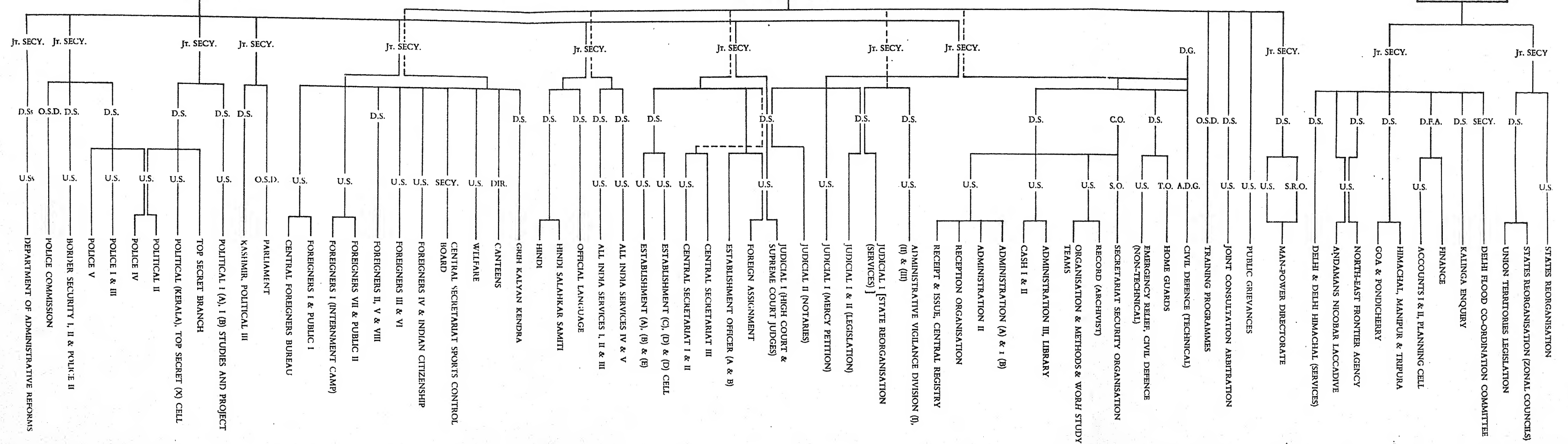
MINISTER OF STATE

DEPUTY MINISTER

SECRETARY SERVICES

HOME SECRETARY

ADDL SECRETARY



III. ATTACHED OFFICES

1. *Central Intelligence Bureau, New Delhi*

The origin of the Intelligence Bureau may be traced to the creation of a special branch in 1887 in the Thuggi Department, to collect information about political and social conditions, economic growth and the effect on the popular mind of the growing national movement. In 1904, the Thuggi Department was renamed as the Criminal Intelligence Department. The name was changed to Central Intelligence Department in 1918, and finally in 1920, the designation of Central Intelligence Bureau was adopted.

The Bureau provides intelligence to Government on matters affecting the security of the State, and advises Government on security measures. It also exercises overall control over the Central Finger Print Bureau, Central Detective Training School and Central Forensic Science Laboratory. This Bureau functions under a Director who is assisted by regional officers.

2. *Central Bureau of Investigation, New Delhi*

The creation of the Special Police Establishment as an investigation agency of the Ministry of Home Affairs, was necessitated by the activities of anti-social elements who threatened to exploit opportunities provided by the exigencies of World War II to enrich themselves by adopting dishonest and corrupt practices. The overall charge of the Establishment remained with the Director, Intelligence Bureau, until 1948, when a separate Inspector-General of Police was appointed to hold charge of the Establishment. The Central Bureau of Investigation was set up in April 1963 and the Special Police Establishment was incorporated in the Bureau, as its investigation and anti-corruption agency.

The Bureau inquires into cases in which Central Government employees are involved. The cases involving the Central Government or any public project or undertaking or any statutory corporation or body set up and financed by the Government of India, are referred to the Bureau. The Bureau also collects intelligence relating to corruption in Central Government Departments and public sector undertakings and intelligence relating to commercial firms, big cases of fraud, cheating, embezzlement, etc.

3. *National Academy of Administration, Mussoorie*

The National Academy of Administration was set up on September 1, 1959 by merging the Indian Administrative Service Training School, Delhi (which was set up in 1947), and the Indian Administrative Service Staff College, Simla (which was started in 1957). The Academy provides a combined course of training for new entrants to the All India Services and Central Services Class I, in background and foundational subjects. Further training is provided to I.A.S. probationers, and among the principal

Subjects taught to them are: Indian History and Constitution, Elements of Criminal and Civil law, the theory and practice of Public Administration with special reference to the social, cultural and economic developments in the country and the language of the State to which the trainee is allotted.

The Academy also conducts refresher courses for officers of the IAS with 6 to 10 years' service. The refresher courses consist of study of administration in specialised branches, discussions on administrative difficulties and pooling of experience gathered by officers in the field in different States. The Academy also arranges seminars, conferences, etc., on specific problems relating to planning, fiscal policy, social security, etc.

4. *Secretariat Training School, New Delhi*

The Secretariat Training School was started in May 1948. The School provides pre-service training to direct recruits to the lower grades of Section Officers, Assistants, Stenographers and Lower Division Clerks, including officials of these grades belonging to the Railway Board Secretariat Service and the Indian Foreign Service (B).

In addition the school conducts refresher courses for Section Officers in charge of Central Registry and Typing Pools. Administration/Establishment Sections and Cash and Accounts Sections. Training courses are also conducted in work study/ O & M study for Section Officers besides training in cash and accounts matter to Assistants and Upper Division Clerks of the Secretariat and Attached Offices. The School also imparts training in English and Hindi shorthand and typewriting and conducts tests in typewriting and shorthand on behalf of the Directorate-General of Employment and Training and other Departments of the Central Government.

5. *Office of the Registrar-General, Census, New Delhi*

This Office of the Registrar-General, Census, is concerned with the organisation and other procedural matters relating to the conduct of the Census. It is also responsible for the compilation and publication of various reports based on census figures.

6. *Central Reserve Police, Neemuch (Madhya Pradesh)*

The Central Reserve Police has been raised under the authority of the Constitution, which empowers the Union Government to maintain not only naval, military and air forces, but also "any other armed forces". Formerly known as the Crown Representatives Police, it came into existence in 1939.

The Reserve Police Force is deployed for the dual role of defending the national border, and to help in the maintenance of internal security. The Force is headed by a Director-General, whose office is located at New Delhi

7. *Border Security Force,
New Delhi*

The Border Security Force, which came into existence in December 1965, is responsible for policing the Indo-Pakistan border. Earlier, this task was performed by the State Governments whose territory bordered on Pakistan. The Force is governed under the Border Security Force Act, 1968.

The Border Security Force is entrusted with the task of providing security on the borders including prevention of depredation from across the border, handling of minor skirmishes, prevention of infiltration as well as intermittent firing across the borders, and control on trans-frontier crimes.

The Border Security Force is headed by a Director-General.

IV. SUBORDINATE OFFICES

1. *National Police Academy, Mount Abu*

The Central Police Training College was set up in September 1948, to impart training to cadet officers recruited to the Indian Police Service. Before the establishment of the Training College, there was no centralised arrangement for the training of the police officers. The Training College was renamed as the National Police Academy in 1967.

After the training in background and foundational subjects at the National Academy of Administration, further training is provided to the Indian Police Service probationers at this Academy. The course of training covers a two year period, during which the probationers are put through general academic and theoretical as well as practical training at the hands of specially selected staff drawn from serving police personnel in various States. Theoretical training covers subjects like criminal law, scientific aids to the detection of crime, ballistics, medical jurisprudence, etc. Training is also given in police wireless, motor driving, traffic duties, map reading, plan drawing and first-aid.

The Academy is headed by a Director, who is a police officer of the rank of Inspector-General of Police.

2. *Directorate of Coordination (Police Wireless),
New Delhi*

The Directorate of Coordination (Police Wireless) was set up in 1950, to coordinate the police wireless system in the various States, and to advise the States on technical matters connected with police wireless communication. It also conducts refresher courses in wireless communication for technical personnel of the Union and the State Governments.

The Directorate is headed by a Director, who is a senior Signals Officer

of the Army of the rank of a Brigadier. The Directorate runs a central control station at Delhi, and a number of out-stations located at the capital of each State and other important places.

3. *National Fire Service College, Nagpur*

The National Fire Service College was set up in 1956, to impart advanced training in the science of fire prevention and extinction and fire engineering. The College, which was earlier located at Rampur, was shifted to Nagpur in 1960.

4. *National Civil Defence College, Nagpur*

The National Civil Defence College provides training, in emergency relief, to the official and non-official nominees of the various States and Union Ministries.

5. *Indo-Tibetan Border Police, New Delhi*

The Indo-Tibetan Border Police is responsible for the policing of the Indo-Tibetan Border. The Police Force is headed by a Special Inspector-General of Police.

6. *Regional Registration Office, Madras*

There are four Regional Registration Offices for the registration of foreigners coming to India. These Offices are located at Delhi, Calcutta, Bombay and Madras. The Office at Delhi is under the administrative control of the Delhi Administration and those at Calcutta and Bombay under the respective State Governments. The office at Madras is the only regional registration office, which is administered directly by the Ministry of Home Affairs.

7. *Mobile Civil Emergency Force, New Delhi*

The Mobile Civil Emergency Force has been organised to provide assistance to the police force in rescue work during periods of emergency.

8-11. *Regional Offices, Hindi Teaching Scheme, New Delhi, Bombay, Calcutta and Madras*

The scheme for teaching Hindi to Central Government employees was first introduced on a voluntary basis in 1955. Subsequently, under the Presidential Order (April 27, 1960) the in-service training in Hindi was

made obligatory for the Central Government employees, who are of less than 45 years in age. Employees below class III, those in industrial establishments and the work-charge staff have been exempted from this training. Hindi is taught to non-Hindi knowing Central Government employees at the four regional offices of the Hindi Teaching Scheme.

V. UNION TERRITORIES AND NEFA

The administration of the Union Territories and North Eastern Frontier Agency (NEFA) are the direct responsibility of the Central Government. The Union Ministries are concerned with the administration in the Union Territories of the subjects allocated to them. The Home Ministry has also an overall responsibility for the Union Territories and their budget demands are presented on behalf of that Ministry. The entire work in so far as NEFA is concerned, is also centralised in the Home Ministry.

Before Independence, there were only four Centrally administered areas, *viz.*, Ajmer, Coorg, Delhi and Andaman and Nicobar Islands. The integration of some of the princely States added to this number. At the time of the adoption of the Constitution in 1950, 11 territories were listed in Part 'C' of the First Schedule of the Constitution, *viz.*, Ajmer, Bhopal, Bilaspur, Cooch Bihar, Coorg, Delhi, Himachal Pradesh, Kutch, Manipur, Tripura and Vindhya Pradesh. Of these, Cooch Bihar was merged with West Bengal in 1950, and Bilaspur with Himachal Pradesh in 1954. Andaman and Nicobar Islands were specified in Part 'D' of the First Schedule.

The people of these areas were associated with its administration under the provisions of the Part C States Act, 1951. This Act provided for the establishment of a Legislative Assembly in Ajmer, Bhopal, Coorg, Delhi, Himachal Pradesh and Vindhya Pradesh. A Chief Commissioner (Lt. Governor, in the case of Himachal Pradesh and Vindhya Pradesh), as representative of the Union Government, was head of these territories. There was a Council of Ministers to aid and advise the Chief Commissioner. The Council of Ministers was responsible to the Legislative Assembly. The Act of 1951 also provided for the constitution of legislatures and Council of Ministers in Kutch, Manipur and Tripura, but these bodies were not to be set up immediately. Instead, a Council of Advisers was appointed which shared with the Chief Commissioner the administrative responsibility of the State.

The States Re-organisation Act, 1956, which came into force from November 1, 1956, abolished the distinction between Parts A.B.C. and D States. Under the Act, Ajmer, Bhopal and Vindhya Pradesh, Coorg, and Kutch were merged in the adjoining States of Rajasthan, Madhya Pradesh, Mysore and Bombay respectively. Only Delhi, Himachal Pradesh, Manipur, Tripura, Andaman and Nicobar Islands, the Minicoy and Amindivi

Islands retained a distinct and separate existence as Centrally Administered Territories. Later, the former Portuguese and French possessions in India were made Union Territories though initially these were put under the administrative control of the Ministry of External Affairs. With the formation of two States from the erstwhile state of Punjab, Chandigarh was made a Union Territory in 1966. Presently, there are 10 Union Territories, *viz.*, Andaman and Nicobar Islands; Chandigarh; Dadra and Nagar Haveli; Delhi; Goa, Daman and Diu; Himachal Pradesh, Manipur; Minicoy and Amindivi Islands; Pondicherry and Tripura.

Chief Commissioners/Lt. Governors are appointed as administrators for these territories, and they are responsible to the Ministry of Home Affairs. The Union Territories of Himachal Pradesh, Goa, Daman and Diu, Pondicherry, Manipur and Tripura have legislatures and Council of Ministers. Delhi has a Metropolitan Council and an Executive Council to assist and advise the Lt. Governor in the discharge of some of his functions. Advisory Committees consisting of M.P.s and other leading non-officials have been set up in the Andaman and Nicobar Islands, Laccadive, Minicoy and Amindivi Islands and Chandigarh.

VI. COMMISSIONS

Central Vigilance Commission

The Committee on Prevention of Corruption, presided over by Shri K. Santhanam, recommended the setting up of a Central Vigilance Commission, to deal with the problem of corruption in public services. The Government of India agreed to the recommendation of the Committee and the Commission was set up in February 1964.

The Commission has been assigned extensive functions designed to ensure that complaints of corruption or lack of integrity on the part of Government servants are given prompt and effective attention, and that the offenders are brought to book without fear or favour. The Commission normally, gets inquiries or investigations made by the Central Bureau of Investigation, the Commissioner for Departmental Enquiries or the departmental authorities, but in exceptional cases, where the Commission wishes to make an inquiry itself, the government can appoint it as a Commission of Inquiry under the Commissions of Inquiry Act.

The Commission submits an annual report to the Government about its activities drawing particular attention to any recommendation made by it which has not been accepted or acted upon; and a copy of the report together with a memorandum explaining reasons for non-acceptance of any recommendations of the Commission is laid before Parliament.

The Commission enjoys a status and a role broadly corresponding to those of the Union Public Service Commission. In the constitutional and legal

sense, the functions of the Vigilance Commission are advisory. But the recommendations of the Commission are advisory in the same sense as those of the Union Public Service Commission.

The Central Vigilance Commission consists of 3 wings, *viz.* Main Office, Chief Technical Examiner's Organisation and the offices of the Commissioners for Departmental Enquiries.

VII. ADVISORY BODIES

1. *Central Establishment Board*

The Central Establishment Board, set up by the Government of India, makes recommendations to the Government for the selection of officers for the Secretariat posts of and above the rank of Under Secretary (except posts of Secretary), and for certain other non-Secretariat posts, after considering the merits and claims of all available officers in the field of choice for any particular vacancy. The Board is, however, not concerned with statutory appointments made by the President in the exercise of the powers vested in him by or under the Constitution, or appointments of Ambassadors, Heads of Indian Missions abroad and other high dignitaries which are under the aegis of the Ministry of External Affairs.

It consists of five Members of whom two are chosen from the Secretariat of the Ministries primarily concerned with economic administration (*i.e.*, Ministries of Finance, Commerce, Industrial Development and Company Law, etc.) and the remaining three from the Secretariat of other Ministries. The Cabinet Secretary is the *ex officio* Chairman of the Board. The Establishment Officer to the Government of India acts as its Secretary.

2. *Emergency Relief Organisation Central Advisory Committee*

This Emergency Relief Organisation Central Advisory Committee has the following main functions:

- (a) To advise the Central Emergency Relief Organisation under the Ministry of Home Affairs on matters relating to emergency relief.
- (b) To arouse and sustain the interest of the public in emergency relief work and provide liaison between the people and the Government.
- (c) To advise the Central Emergency Relief Organisation on the drafting of Central Plans and on the adequacy of State Emergency Relief Plans, and any other specific problems, as may be referred to the Committee.

The Secretary, Ministry of Home Affairs, is the Chairman of this Committee. It consists of one official member and to non-official members. The Deputy Secretary in charge of Emergency Relief in the Home Ministry is the Member-Secretary of this Committee.

- 3-5. *Advisory Committees for Andaman and Nicobar Islands, Laccadive, Minicoy and Amindivi Islands, and Chandigarh*

These Advisory Committees, called Home Minister's Advisory Committees, consisting of Members of Parliament and other leading non-officials from these areas have been set up for the Union Territories of Andaman and Nicobar Islands, Laccadive, Minicoy and Amindivi Islands, and Chandigarh. These Committees advise the Home Minister on important matters of policy concerning administration of these territories, including their legislative proposals, annual financial statements, etc.

STRENGTH OF STAFF

Secretariat	1,322
Attached Offices and Subordinate Offices	24,252*

* * *

Some of the important publications brought out by the Ministry of Home Affairs are as follows:

1. *Management in Government* (Quarterly).
2. *Annual Report of the Ministry of Home Affairs*.
3. *Annual Report of the Central Vigilance Commission*.
4. *Civil list of I.A.S. Officers*.
5. *Civil list of I.P.A. Officers*.
6. *Central Acts and Rules Relating to Foreigners*.
7. *Central Civil Service (Conduct) Rules*.
8. *Central Civil Services (Classification, Control and Appeal) Rules*.
9. *Handbook of Rules and Regulations for the All India Services*.
10. *Report of the Delhi Police Commission* (1968).
11. *Report of the Committee on Defections* (1968).

In addition, the Registrar-General of Census under the Ministry of Home Affairs has brought out the 1961 Census Report and a large number of other reports based on the Census including the 'Levels of Regional Development in India', 'Vital Statistics of the Decade', 'Ethnographic Notes', 'Report on Industrial Establishment', 'Special Report on Cities with Population of one Million and over', etc.

* Based on the figures given in the 'Census of Central Government Employees' (as on March 31, 1965), published by the Directorate General of Employment & Training.

MINISTRY OF LAW

UNDER THE East India Company rule, the three Presidency Councils of Bengal, Bombay and Madras were given powers in 1726, to make laws independently of each other within their jurisdiction. After the grant of the Diwani in 1765, by which the Company assumed the revenue administration in certain areas, courts and offices were set up for the disposal of judicial and revenue matters. Till 1833, the three Presidency Councils continued to make regulations independently, and in so doing added considerably to the complexity of the law system. The legal and judicial system at this time rested on different types of statutes besides having to pay heed also to English Common law, and Hindu and Muslim personal laws.

The Charter Act of 1833 terminated the trade activities of the East India Company and centralised the entire administration of the country. The Governor-General of Bengal was designated as the Governor-General of India. The Act also gave exclusive responsibility of legislation to the Supreme Government. The Presidencies of Bombay and Madras were deprived of their powers of legislation, and were left only with the right to propose to the Governor-General-in-Council the laws which they deemed expedient. The Governor-General's Council was enlarged by the addition of a fourth member, who was known as the Law Member. The Law Member was, however, an extraordinary member and was not entitled to sit or vote except at the meetings for making laws and regulations. A separate

Legislative Department was set up under the Supreme Government's secretariat in 1835 and it was placed under the Judicial Secretary.

In 1843, the secretariat of the Supreme Government was completely separated from that of the Government of Bengal. The former was organised in four Departments, each headed by a Secretary. The Legislative Department was placed as a Legislative Branch under the Home Department. The duties allotted to the Legislative Branch were as follows:

- (i) to prepare the drafts of Government Bills under the supervision of the Law Member of the Governor-General's Council;
- (ii) to draft or assist in drafting the Bills for the Additional Members;
- (iii) to attend the meetings of the Select Committees and to prepare the reports;
- (iv) to prepare the reports and proceedings of the Council for making laws and regulations; and
- (v) to superintend the current work of the Legislative Council which was mainly of keeping the books and records of the Council and in printing and distributing Bills, Acts and Reports of the Council meetings.

The Law Member was made a full-member of the Governor-General's Council under the Charter Act of 1853. In 1869 the Legislative Branch was converted into a separate Legislative Department and it was assigned the following additional duties:

- (i) correspondence with local Governments and with the Government in Britain relating to Acts and Bills; and
- (ii) giving opinion on the legal questions involved in the cases submitted by other Departments of the Government of India.

Under the Government of India Act of 1919, a bicameral legislature was introduced in India, and the Legislative Department was made responsible for the secretariat work of both the Houses, *viz.*, the Council of States and the Central Legislative Assembly. This position continued till 1937, when the functions pertaining to the Central Legislative Assembly were assigned to the newly created Legislative Assembly Department.

The Legislative Department was re-designated as the Ministry of Law in August 1947. In August 1958, the Ministry was organised in two Departments, *viz.*, the Department of Legal Affairs, and the Legislative Department. In January 1966, the Department of Company Affairs was placed under the Ministry of Law but it was transferred to the Ministry of Industrial Development and Company Affairs in March 1967.

The Ministry of Law is in the charge of a Cabinet Minister, who is presently the Minister of Social Welfare also. He is assisted by a Deputy

Minister. The Ministry of Law functions in two Departments, *viz.*, the Department of Legal Affairs and the Legislative Department, which are described below.

A. DEPARTMENT OF LEGAL AFFAIRS

The Department of Legal Affairs is responsible for the following subjects:

1. Advice to Ministries on legal matters, including interpretation of laws, legal proceedings, and conveyancing.
2. Attorney General of India, Solicitor General of India, and other Central Government law officers, law officers of the States whose services are shared by the Ministries of the Government of India.
3. Conduct of cases in the Supreme Court on behalf of the Central Government and on behalf of the Governments of the States participating in the Central Agency Scheme.
4. Reciprocal arrangements with foreign countries for the service of summons in civil suits, for the execution of decrees of civil courts, for the enforcement of maintenance orders, and for the administration of the estates of foreigners dying in India intestate.
5. Authorization of officers to execute contracts and assurances of property on behalf of the President under article 299(1) of the Constitution, and authorization of officers to sign and verify complaints or written statements in suits by or against the Central Government.
6. Central Legal Service.
7. Treaties and agreements with foreign countries in matters of civil law.
8. Law Commission.
9. Legal Profession.
10. Enlargement of the jurisdiction of Supreme Court and the conferring thereon of supplemental powers; persons entitled to practise before the Supreme Court; references to the Supreme Court under article 143 of the Constitution of India.
11. Persons entitled to practise before High Courts.
12. Admiralty jurisdiction.
13. Income-tax Appellate Tribunal.
14. Special tribunals constituted under the Criminal Law Amendment Ordinance, 1943.
15. Legal aid to the poor.

II. ORGANISATION

The Department of Legal Affairs has, besides the main Secretariat at New Delhi, Branch Secretariats at Bombay and Calcutta, which render

legal advice to the Central Government offices located at these places. There is one Subordinate office and one Commission under the Department.

SECRETARIAT

Secretary	1
Joint Secretary and Legal Adviser	8
Solicitor	5
Additional Legal Adviser	6
Deputy Legal Adviser	12
Asstt. Legal Adviser	14
Government Advocate	1
Additional Government Advocate	1
Deputy Government Advocate	1
Asstt. Government Advocate	1
Under Secretary	2
Office Superintendent	19

The work of the main Secretariat at New Delhi is divided among the following four Sections:

(i) *Advice Section*: This Section advises all the Ministries and the Departments of the Government on legal matters, including the interpretation of the provisions of statutes and statutory rules, regulations, orders, bye-laws, notifications, etc., and contracts entered into by the Central Government.

Advice is also given on legal proceedings by or against Government. Bills passed by State Legislatures and reserved for the assent of the President, draft treaties and agreements to be entered into with foreign countries, etc., are also examined in this Section.

(ii) *Litigation Section*: This Section handles all litigation pertaining to the Central Government and Delhi Administration, which come up before the Delhi High Court and in the subordinate Courts in Delhi. It acts as a liaison office between the Government Counsel at Delhi and the various Departments of the Central Government, and briefs the Counsel after collection and scrutiny of the relevant material.

(iii) *Judicial Section*: The Judicial Section deals with the work relating to the engagement of various Law Officers of Government, e.g., Attorney-General, Solicitor-General, Government Solicitors at Calcutta and Bombay and Government pleaders, for the conduct of litigation on behalf of the Central Government. References relating to the appointment of arbitrators in disputes to which the Central Government is a party, and engagement of Counsel in Central Government cases in courts and before arbitrators and the settlement of their fees, are dealt with in this Section. This Section is also responsible for the issue of certain statutory orders,

such as orders under article 299 of the Constitution of India authorising various officers to execute contracts on behalf of the President and orders under the Code of Civil Procedure, 1908, authorising officers to sign and verify pleadings. Reciprocal arrangements with foreign countries for the execution of civil decrees, enforcement of maintenance orders, service of summons, etc., are also the concern of this Section. It also deals with matters connected with the legal profession and work relating to the implementation of the Reports of the Law Commission. The subject 'Legal Aid to the Poor' is also allotted to this Section.

(iv) *Central Agency Section*: This Section looks after the conduct of civil and criminal cases before the Supreme Court on behalf of the Central Government and the State Governments participating in the Central Agency Scheme. It helps in securing greater coordination between the Central Government and the State Governments on various matters coming up before the Supreme Court. The expenses of the Central Agency Section are shared between the Government of India and the participating State Governments. The State Governments participating in the Scheme are Gujarat, Maharashtra, Mysore, Punjab, Haryana, Orissa and Jammu & Kashmir.

III. SUBORDINATE OFFICES

Income-Tax Appellate Tribunal: The Income-Tax Appellate Tribunal has been set up under the Income-Tax Act 1961, to hear appeals against decisions of Appellate Assistant Commissioners. Its jurisdiction extends to the whole of India. It has nineteen Benches, four each at Bombay and Calcutta, three at Delhi, two at Madras and one each at Allahabad, Ahmedabad, Bangalore, Cochin, Hyderabad and Patna. Each Bench consists of a Judicial Member and an Accountant Member.

The Tribunal is the final authority on questions of fact. Its decisions on question of law can, however, be challenged by taking legal proceedings by way of references to the High Courts and appeals to the Supreme Court.

IV. COMMISSIONS

Law Commission: The Law Commission examines the Central Acts of general application and importance and recommends the lines on which they should be amended, revised, consolidated or otherwise brought up-to-date. The Commission was initially set up in December, 1955 and since then it has been reconstituted from time to time at intervals of three years. The Commission was last reconstituted in March 1968. The Commission consists of Chairman, two whole-time Members, two part-time Members, and a Special Secretary and Member.

The Commission, till 1968 submitted 39 Reports on various Central Acts.

B. LEGISLATIVE DEPARTMENT

The Legislative Department is responsible for following subjects:

1. The drafting of Bills, including the business of the Draftsmen in Select Committees; drafting and promulgation of Ordinances and Regulations; enactment of State Acts as President's Acts whenever required; scrutiny of statutory Rules and Orders.
2. Constitution Orders.
3. Publication of Central Acts, Ordinances and Regulations; translation of Central Acts and Ordinances into Hindi.
4. Compilation and publication of India Code; Ordinances and Regulations of general statutory Rules and Orders, and other similar publications.
5. Elections to Parliament, to the legislatures of States, to the offices of the President and Vice-President.
6. The Election Commission.
7. Official Languages (Legislative) Commission, New Delhi.

The following subjects, which fall within List III of the Seventh Schedule of the Constitution of India (as regards Legislation only):

8. Marriage and divorce; infants and minors; adoption; wills, intestate and succession; joint family and partition.
9. Transfer of property other than agricultural land, registration of deeds and documents.
10. Contracts, but not including those relating to agricultural land.
11. Actionable wrongs.
12. Bankruptcy and insolvency.
13. Trusts and trustees, Administrators-General and Official Trustees.
14. Evidence and oaths.
15. Civil procedure including Limitation and Arbitration.
16. Charitable and religious endowments and religious institutions.

Other Subjects

17. The Muslim Wakfs Act, 1954.
18. Work in respect of Wakf properties under the Administration of Evacuee Property Act, 1950.
19. Administration of Durgah Khwaja Saheb Act, 1955.

II. ORGANISATION

The Legislative Department has no Attached or Subordinate office but has only one Commission under it.

SECRETARIAT

The Department has the following Secretariat staff:

Secretary	1
Joint Secretary and Legislative Counsel	3
Additional Legislative Counsel	3
Deputy Legislative Counsel	7
Assistant Legislative Counsel	1
Deputy Secretary	1
Officer on Special Duty	2
Under Secretary	1
Superintendent and Section Officer	14

The work of the Department is divided among the following Sections:

(i) *Legislative I Section*: This Section is responsible for the drafting of all the Bills, Ordinances and Regulations which are enacted or promulgated from the Centre. It is also concerned with the drafting of model Bills for the States, whenever so required by any administrative Ministry of the Government of India. In addition, it scrutinizes all subordinate legislation, e.g., statutory rules, orders, notifications, bye-laws, etc., from the legal, constitutional and drafting points of view.

(ii) *Legislature II and Parliament Section*: This Section deals with the work relating to legislative proposals (including Private Member's Bills) on subjects in the concurrent field which have been allotted to the Law Ministry. This Section is concerned with Election law and Rules as also with elections to Parliament, State legislatures and Offices of President and Vice-President. Besides, it is responsible for the coordination of the business in Parliament of the Ministry of Law.

(iii) *Publication Section*: This Section brings out from time to time modified editions of Central Acts, Election Manual, Constitution of India, General Statutory Rules and Orders and other Publications.

(iv) *Translation Branch*: The functions of this Branch are to prepare Hindi translations of Central Act, Statutory Rules and Orders, Ordinances, etc., and to have them approved by the Official Languages (Legislative) Commission as authorised versions under the official languages Act, 1963. The Branch also assists the Commission in revising the translations earlier prepared by the Translation Section in the light of legal terms evolved by the Commission. It provides to other Ministries, when requested, Hindi versions of International agreements, contracts, conveyances, bonds, forms, etc.

(v) *Wakf Section*: This Section is responsible for Wakf affairs under the provisions of the Wakf Act, 1954. The Act is in force all over the country except the States of Bihar, Uttar Pradesh, West Bengal, Jammu & Kashmir, Gujarat (excluding Kutch regions) and Maharashtra

(excluding districts of Aurangbad Division). Wakf in these State are governed by separate State Wakf Acts.

(vi) *Official Language Section*: This section deals with the work relating to the Official Language in the field of Law policy and programme, including the work of the Official Language (Legislative) Commission, and also provides necessary secretarial assistance to the Hindi Advisory Committee set up in this Ministry to advise the Central Government on matters relating to the translation of Central Acts and Statutory Rules in Hindi, evolution of a common legal terminology, the production of standard law books in Hindi for imparting legal education in Hindi in Law Colleges and Universities in Hindi-speaking states, the publication of Law Journals and Reports in Hindi, and matters ancillary and incidental thereto.

This section also deals with the work connected with the implementation of the recommendations, so far as the Ministry of Law is concerned, made by the Central Hindi Committee set up by the Ministry of Home Affairs under the Chairmanship of the Prime Minister for bringing about coordination in the work and programme relating to the development and propagation of Hindi being executed by the various Ministries of the Government of India.

(vii) *General Statutory Rules and Orders Section*: This section deals with the work in connection with the revised edition of the General Statutory Rules and Orders, which is designed to be a companion publication to the India Code and will contain all extent notifications, rules and orders issued under the Central Acts of all India application under classified subject-headings as in the India Code.

(viii) *Correction Section*: This section is responsible for maintaining up-to-date a large number of sets of Central and States Acts, Ordinances, Regulations and other important publications like the Constitution of India, Manual of Election Law, Rules and Orders under the Constitution, General Statutory Rules and Orders, etc. These books are maintained for reference by officers of the Ministry. In 1968, there were about 6,150 such reference books.

(ix) *Printing Section*: This section is in charge of printing of all the Central Bills, Ordinances, Regulations, President's Bills and other publications like the Annual Acts, Replacement Series to India Code, modified editions of the Central Acts, General Statutory Rules and Orders, etc., and obtaining the proofs of all the Central Bills, Annual Acts, Regulations Ordinances and President's Bills and checking them at every stage.

(x) *Journal Section*: This section is responsible for the publication, distribution and sale of the two Law Journals in Hindi — the "Uchchatama Nyayalaya Nirnaya Patrika" (Supreme Court Law Journal) and the "Uchcha Nyayalaya Nirnaya Patrika" (High Court Law Journal), the publication of which were started in April 1969 and January 1969 respectively. Wide publicity has been given to these journals in the Hindi-speaking States and

in the States of Gujarat and Maharashtra. So far, it has been possible to build up a regular subscribers' list of about 500 for the 'Uchchatama Nyayalaya Nirnaya Patrika'. The first issue of the 'Uchcha Nyayalaya Nirnaya Patrika' was released in February, 1969 and with adequate publicity and passage of time, it is expected that this journal also will have a wide circulation. The ultimate object is to ensure that the two Journals are self-supporting.

III. COMMISSION

Official Language (Legislative) Commission: The Official Language (Legislative) Commission is a Standing Commission constituted in pursuance of the order of the President, dated the 27th April, 1960, issued under clause (6) of article 344 of the Constitution of India.

The main functions of the Commission are the preparation of a standard legal terminology for use, as far as possible, in all the Indian Languages and the preparation of authoritative texts in Hindi of Central Statutes and Rules and Orders, etc., made thereunder. The Commission is also required to arrange for the translation of Central laws into regional languages and for the Hindi translation of State Laws which are not in Hindi.

The Commission was reconstituted in April 1968 and consists of a Chairman and 15 whole-time Members.

STRENGTH OF STAFF

Secretariat	478
Subordinate Offices	278

* * *

Some of the important publications brought out by the Ministry of law are as follows:

1. *Constitution of India.*
2. *Election Manual.*
3. *Chronological Tables of Central Acts.*
4. *India Code.*
5. *Administrative Report of the Ministry (Annual).*

Besides, a number of publications, like modified edition of Central Acts, as amended up-to-date, index to all the Acts in force in India, revised editions of General Statutory Rules and Orders and digest, editions of Central Acts, etc., are published by the Ministry.

MINISTRY OF FOREIGN TRADE AND SUPPLY*

THE MINISTRY OF FOREIGN TRADE AND SUPPLY, excluding the Department of Supply, is substantially the former Ministry of Commerce.

In February 1969, the subjects pertaining to internal trade, *viz.*, 'Internal and Inter-State Trade,' 'Control of Futures Trading', 'Essential Commodities Act,' 'The Trade and Merchandise Marks Act', 'Emblems & Names (Prevention of Improper Use) Act', 'Standards of Weights and Measures', and 'Coordination and Development of Village Industries including Khadi', were transferred from the Ministry of Commerce to the newly created Department of Internal Trade, which became part of the Ministry of Industrial Development, Internal Trade and Company Affairs. At the same time, the Ministry took over the subject 'Supply' from the Ministry of Works, Housing and Supply and the new Ministry was named as the Ministry of Foreign Trade & Supply.

A Cabinet Minister in charge of the Ministry of Foreign Trade and Supply and is assisted by a Deputy Minister.

The Ministry of Foreign Trade and Supply is organised into two Departments, *viz.*, the Department of Foreign Trade and the Department of Supply, which are described below:

* The Department of Supply under the Ministry of Foreign Trade and Supply was made a separate Ministry with effect from November 4, 1969.

DEPARTMENT OF FOREIGN TRADE

A separate Department of Commerce was first created in the Government of India in 1921. Earlier, the subjects under the Department were dealt with by the Department of Commerce and Industry (set up in 1905). In 1937, when the Department of Industries and Labour was bifurcated into the Department of Communications and the Department of Labour, the Department of Commerce also took over certain subjects pertaining to 'Industries'. These subjects were, however, transferred in 1943 to the newly created Department of Industries and Civil Supplies.

After Independence the Department of Commerce was redesignated as the Ministry of Commerce, and was placed, along with the Ministry of Industries and Supplies, under the charge of a Cabinet Minister. The two Ministries were amalgamated in February 1951, to form the Ministry of Commerce and Industry. This arrangement continued for about 5 years, when in September 1956, the Ministry of Commerce and Industry was split into two separate Ministries, *viz.*, The Ministry of Commerce and Consumer Industries, and the Ministry of Heavy Industries. The two Ministries were again merged in April 1957, to form the Ministry of Commerce and Industry. The new Ministry also took over the work connected with most of the public undertakings previously dealt with in the Ministry of Production, which was abolished in 1957. In 1958, the Department of Company Law Administration was transferred from the Ministry of Finance to the Ministry of Commerce and Industry which was subsequently reorganised into three Departments, *viz.*, those of Industry, Commerce, and Company Law Administration.

With the formation of the new Central Cabinet in April 1962, some of the Ministries of Government of India were reorganised. The subject 'Heavy Industries' was taken away from the Ministry of Commerce and Industry, and the Ministry was reconstituted into the following three Departments:

1. Department of International Trade;
2. Department of Industry; and
3. Department of Company Law Administration.

In July 1963, the Ministry of Commerce and Industry was bifurcated into the Ministry of International Trade and the Ministry of Industry. The Ministry of International Trade took over all subjects under the Department of International Trade. In January 1964, the subjects 'Textiles', 'Handlooms' and 'Jute' were transferred from the Ministry of International Trade to the Ministry of Industry. With the formation of the new Central Cabinet in June 1964, the Ministry of International Trade was renamed as the Ministry of Commerce. The new Ministry took over all the subjects that were under the former Ministry of International Trade and the subjects 'Textiles', 'Handlooms', 'Jute' and 'Sericulture' from the Ministry

of Industry. In January 1966, it took over from the Department of Social Security subjects relating to village industries including Khadi.

In February 1969, the subjects pertaining to internal trade were removed from the Ministry of Commerce and the remaining subjects were organised under the Department of Foreign Trade in the newly created Ministry of Foreign Trade and Supply.

II. FUNCTIONS

The Department of Foreign Trade is responsible for the following subjects:

1. Foreign Trade;
2. State Trading;
3. Protection of interests of Indian traders abroad;
4. Trade Missions and Delegations;
5. International Commodity Agreements other than wheat;
6. International Trade Agreements;
7. Import Trade Control;
8. Export Trade Control;
9. Control of Prices of Export Goods;
10. Trade Promotion, Publicity and Research;
11. ECAFE and its Committee on Industry and Trade;
12. Export Credit Guarantee;
13. Fairs and Exhibitions Abroad and in India; Government Showrooms and Trade Centres Abroad;
14. European Common Market, and
15. U.N. Conference on Trade and Development.

II. *Commercial Intelligence, Statistics, and Publications*

16. Commercial Intelligence and Statistics;
17. Commercial Publications including periodicals.

III. *Enemy Property*

18. Reparations (other than German Industrial Equipment);
19. Control of trade with the enemy and enemy firms and custody of enemy property.

IV. *Plantation Industries*

20. Tea (The Tea Act, 1953); International Tea Regulation Scheme, Export Cess on Tea;
21. Rubber (The Rubber Act, 1947);

22. Coffee (The Coffee Act, 1942);
23. Cardamom.

V. *Coir Industry*

24. Co-ordination of the development of the Coir Industry; the Coir Industry Act, 1953.

VI. *Textiles, Jute and Sericulture*

25. Textiles, excluding industries relating to the production of Non-Cellulosic Synthetic Fibres (Nylon, Terylene, Polyester, Acrylic, etc.)
26. Handloom Industry
27. Jute
28. Sericulture.

VII. *Village Industries*

29. Handicrafts.

VIII. *Tariffs and Customs*

30. General Agreement on Tariffs and Trade
31. Tariff Policy (The Indian Tariff Act, 1934)
32. Tariff Commission (The Tariff Commission Act, 1951)
33. Tariff Valuation
34. Tariff Protection to Industries
35. International Customs Tariff Bureau
36. Commonwealth Tariff Preferences
37. Customs nomenclature and similar matters.

IX. *Other Subjects*

38. All Attached or Subordinate offices or other organisations concerned with any of the subjects specified in this list, including:
 - (i) Chief Controller of Imports and Exports, New Delhi
 - (ii) Textile Commissioner, Bombay
 - (iii) Jute Commissioner, Calcutta
 - (iv) Tariff Commission, Bombay
 - (v) Director General of Commercial Intelligence and Statistics, Calcutta
 - (vi) Commodity Boards, viz., Tea Board, Coffee Board, Rubber Board, Coir Board, Silk Board, Cardamom Board.

39. State Undertakings and Government Corporations relatable to subjects specified in this list, including:

- (i) The State Trading Corporation Limited
- (ii) The Minerals and Metals Trading Corporation Ltd., and
- (iii) The Export Credit and Guarantee Corporation Ltd.

III. ORGANISATION

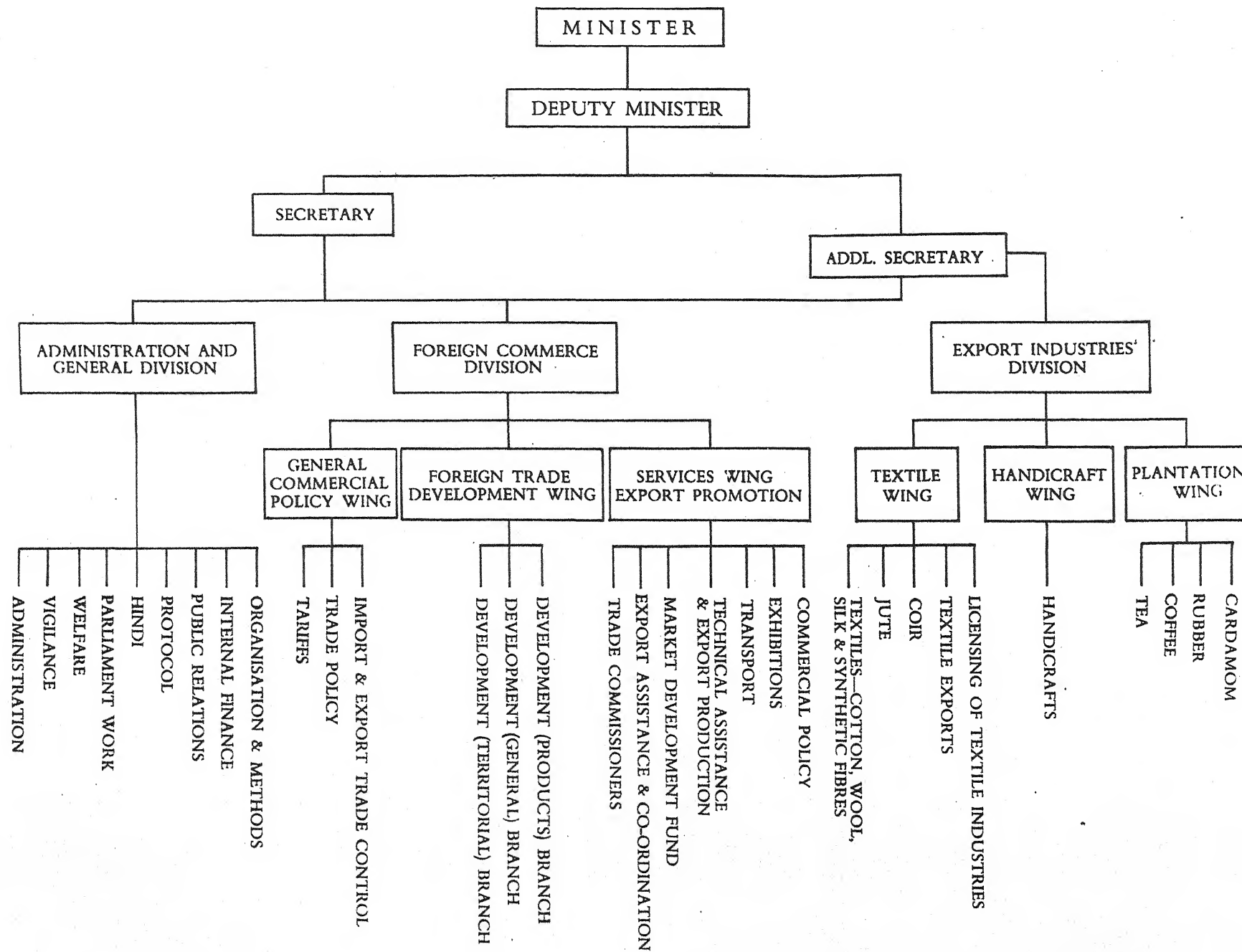
The Department of Foreign Trade consists of a Secretariat including three Directorates *viz.*, the Directorate of Export Promotion, Directorate of Exhibitions, and the Directorate of Commercial Publicity, two Attached Offices and Seven Subordinate Offices. Besides, there are six public undertakings and eleven autonomous organisations under the administrative control of the Department.

SECRETARIAT

Secretary	1
Additional Secretary	1
Joint Secretaries	8
O.S.D. (Admn.)	1
Director	9
Deputy Secretary	10
Joint Director	3
Under Secretary	16
Art Executive	1
Special Officer (GATT and Tariffs)	1
Editors	3
Deputy Director	13
Assistant Editor	1
Chief Research Officer	1
Senior Analyst	1
Hindi Officer (Senior)	1
Hindi Officer (Junior)	1
Assistant Director	18
Sr. Export Promotion Officer	5
Jr. Export Promotion Officer	2
Research Officer	2
Junior Analyst	2
Section Officers	47

The Department of Foreign Trade is organised into the following Divisions and Wings:

MINISTRY OF FOREIGN TRADE
AS ON 31-12-69



1. *Foreign Commerce Division*

- (i) General Commercial Policy Wings
- (ii) Foreign Trade Development Wing.
 - (a) Development (Territorial) Branch;
 - (b) Development (General) Branch; and
 - (c) Development (Products) Branch.
- (iii) Export Promotion Services Wing.

2. *Export Industries Division*

- (i) Textiles & Handicrafts Wing;
- (ii) Plantation Industries Wing.

3. *Administration and General Division*

The detailed Organisation of the Department of Foreign Trade is indicated in the chart placed alongside.

IV. ATTACHED OFFICES

1. *Office of the Chief Controller of Imports and Exports, New Delhi*

The Office of the Chief Controller of Imports and Exports, is primarily responsible for the execution of various policies of the Government of India in regard to imports and exports. In order to serve the business community in different parts of the country, the Office has branches at Amritsar, Bangalore, Bombay, Calcutta, Ernakulam, Hyderabad, Kanpur, Madras, New Delhi, New Kandla, Panaji (Goa), Ahmedabad, Pondicherry, Rajkot, Shillong, Srinagar, and Vishakhapatnam.

2. *All-India Handicrafts Board, New Delhi*

The All-India Handicrafts Board, initially set up in November 1952, was reconstituted in August 1962 and again in September 1967. The function of the Board is to advise the Government of India on measures to be taken for the development of handicrafts and to assist the State Governments in planning and executing development schemes. In addition to the schemes sponsored by the State Governments, the Board has itself directly undertaken various activities for the development of handicrafts.

Another important activity of the Board is the promotion of marketing of handicraft products in India and abroad. These industries have special problems of marketing, due to their scattered and diversified character, and the fact that markets are found at distant places both in India and

abroad. The resources of the artisans are not sufficient for financing the marketing of these products, which is now largely in the hands of private traders. Various measures are being taken by the Board to promote the sales of these products and ensure fair price to the producers. Several emporia have been organised by various State Governments, with financial assistance from the Central Government. Grants are also given to these emporia. To secure adequate publicity, the Board has been organising exhibitions of handicrafts products in India and abroad. The Board celebrates a 'Handicrafts Week' every year in the course of which a rebate of 10% is given on handicrafts sales in public emporia. In order to give recognition to exceptional merit in craftsmanship and designing, the Board presents national awards to distinguished craftsmen every year during the Republic Day Celebrations.

V. SUBORDINATE OFFICES

1. *Office of the Textile Commissioner, Bombay*

The Office of the Textile Commissioner is responsible for the execution of Government's policies in respect of affording necessary assistance and for taking other steps for the betterment and development of the cotton, woollen and art silk industries. The Office assists the textile industry in securing its supplies of machinery, chemicals and similar other items, and also in the establishment and growth of indigenous textile machinery manufacturing industry and in providing transport facilities for the raw materials and finished products.

2. *Office of the Jute Commissioner, Calcutta*

The Office of the Jute Commissioner looks after the development of the jute mill industry in India. Work relating to the jute mill machinery industry and the sponsoring of import license applications for machinery and components from machinery manufacturers is entrusted to this office. The Jute Commissioner also performs the functions of the Jute Controller for the administration of the Jute Textile (Control) Order, 1956.

3. *Tariff Commission, Bombay*

The Tariff Commission is a statutory body, set up in 1952, under the Tariff Commission Act of 1951. The main functions of the Commission are:

- (a) Attending to references from the Central Government regarding protection of industries and fixation of prices;

- (b) Undertaking *suo-moto* inquiries into the working of protection of industries, and
- (c) Keeping a continuous watch over the progress of protected industries, and
- (d) Dealing with references from Government relating to fixation of prices of particular commodities.

The Central Government takes such action on the reports from the Tariff Commission as it considers fit. Copies of the Commission's reports together with report of the action taken thereon by the Central Government are laid on the Table of Parliament.

The Commission consists of a chairman and three members.

4. *Office of the Director-General, Commercial Intelligence and Statistics, Calcutta*

The Department of Commercial Intelligence and Statistics is the primary agency for compilation and publication of trade and shipping statistics of various kinds, and commercial intelligence work. The principal publications of this office are listed at the end of this chapter. This office maintains lists of important foreign firms interested in trade with India and of Indian firms interested in foreign trade. In addition, it helps in the settlement of commercial disputes arising in the country's export trade and provides Indian businessmen visiting abroad with letters introducing them to the Indian Commercial Representatives concerned.

5. *Office of the Administrator, Kandla Free Trade Zone, Gandhigram (Gujarat)*

The Office of the Administrator, Kandla Free Trade Zone implements and supervises the Government's scheme for the establishment of a free trade zone at Kandla. It also advises the Department of Foreign Trade on the selection and setting up of export-oriented industrial units in the zone.

6. *Office of the Custodian of Enemy Property, Bombay*

The Office of the Custodian of Enemy Property is responsible for the administration and disposal of enemy assets, and for the release of assets, which are due to be returned to persons and concerns in countries formerly occupied by the belligerent powers. The Custodian is also concerned with the registration and processing of claims of Indians in enemy and enemy-occupied territories and Indian claims against Pakistan in respect of assets of Indian nationals in Pakistan taken over by the Government of Pakistan.

7. *Central Sericultural Research Station, Behrampur (W. Bengal)*

The Sericultural Research Station, headed by a Director of Research, was established in 1943. It conducts experiments and researches in the various branches of the sericulture industry and cocoon production. It has also a sub-station at Kalimpong.

VI. STATUTORY BOARDS AND AUTONOMOUS ORGANISATIONS

1. *Tea Board, Calcutta*

The Tea Board administers the Tea Act of 1953, and is primarily concerned with measures for the development of tea industry in India, including the control of cultivation and export of tea, as also for propaganda, both inside and outside India for increased consumption of tea. The Board regulates and controls the sale of tea by auctions or otherwise, and also undertakes registration and licensing of brokers and blenders, and enforces quality control.

For the encouragement of exports, the Board has opened several promotional units in various countries such as U.K., U.S.A., Canada, Australia, etc. The Board participates in the Tea Councils of various foreign countries and studies market trends, etc.

The Board consists of a Chairman and 40 other Members representing the Government and other interests.

2. *Coffee Board, Bangalore*

The Indian Coffee Board was constituted in August 1955, under the provisions of the Indian Coffee Market Expansion Act of 1942, for the development of coffee industry. The marketing of coffee is also done by the Coffee Board. All coffee grown in India, excepting limited quantities required for domestic consumption of growers and seeding purposes, has to be made over to the Board in accordance with the provisions of the Coffee Act.

Under the Board's development schemes for increasing coffee production in India, loans are sanctioned to planters for improvement of their estates. The Board has under it the Central Coffee Research Institute, Belhonnur (Mysore State), to conduct research on fundamental and applied problems of coffee. The Institute also imparts training to persons deputed by various State Governments. The Board has a chairman and 32 members.

3. *Rubber Board, Kottayam (Kerala)*

The Rubber Board was constituted under the Rubber (Production and

Marketing) Act of 1947. The Board was given powers to develop rubber industry under the Rubber Act of 1947 (XXIV of 1947). The Rubber Act of 1947, and the rules framed thereunder were brought into force in August 1955. The Board's activities towards development of rubber industry include provision of funds to co-operative rubber marketing societies and the planters. The Board consists of a Chairman and 24 members.

4. *Cardamom Board, Ernakulam*

The Cardamom Board was constituted in April 1966, under the provisions of the Cardamom Act of 1965, to promote production and export of Cardamom. The cardamom growing areas are Kerala, Mysore and Tamil Nadu and the Board is taking steps to eradicate plant diseases affecting the crop. To safeguard the interests of cardamom growers and to organise proper marketing methods, the Board has drafted rules for licensing of dealers and auctioneers, etc.

5. *Coir Board, Ernakulam*

The Coir Board was constituted under the Coir Industry Act of 1953, for the development of coir industry in the country. The Act has also provided for the levy of customs duty not exceeding Rs. 1 per cwt. on all coir fibre, coir yarn and coir products exported from India. The proceeds of the duty are utilised for development and improvement of coir industry.

The Coir Board consists of a Chairman and 23 members representing Government and other interests.

6. *Central Silk Board, Bombay*

The Central Silk Board was constituted as a statutory body in 1949, for the promotion and development of sericulture and silk industry in the country. The Board also makes recommendations to the Central Government for sanction of grants-in-aid and loans to the various State Governments for the development of sericulture.

The Central Silk Board has set up a Sericulture Training Institute at Mysore, to impart training in sericulture and in different aspects of silk industry. It has also established a Tasar Research Station at Ranchi and a Silkworm Seed Station at Srinagar.

The Board consists of 36 members, including the Chairman.

7. *Indian Institute of Foreign Trade, New Delhi*

The Indian Institute of Foreign Trade was set up in 1963 as an autonomous organisation, registered under the Societies Registration Act, for

developing programmes of training, research and market studies. Its activities fall under the following four broad heads:

- (i) Training of personnel in modern techniques of international trade;
- (ii) Organising research in problems of foreign trade;
- (iii) Organisation of marketing research, area surveys, commodity surveys and market surveys; and
- (iv) Dissemination of information arising from its activities relating to research and market studies, etc.

The management of the Institute is in the hands of a Government Body which is headed by a Chairman nominated by the Government.

8. *Indian Institute of Packaging, Bombay*

The Indian Institute of Packaging, registered in May, 1966 as a society under the Societies Registration Act, started functioning from January 1967. It functions with the help and participation of the Government of India, trade and industry, universities and research centres. The management of the Institute is entrusted to a Governing Body headed by a Chairman. The aims of the Institute are:

- (i) to undertake research on raw materials for the packaging industry;
- (ii) to keep India in step with the international developments in the field of packaging;
- (iii) to organise training programmes on packaging technology;
- (iv) to stimulate a consciousness of the need for good packaging; and
- (v) to organise consultancy services for the industry.

9. *Indian Council of Trade Fairs and Exhibitions, Bombay*

The Indian Council of Trade Fairs and Exhibitions has been established as an autonomous organisation to promote and organize participation of Indian industry in industrial and trade fairs in India and abroad and to intensify visual commercial publicity for export promotion. The functions of this Council and those of the Directorate of Exhibitions in the Department of Foreign Trade are complementary.

10. *Export Inspection Council of India, Calcutta*

The Export Inspection Council of India was established in 1963 under the provisions of the Export (Quality Control and Inspection) Act of 1963. The Council was reconstituted in 1967. The function of the Council is to adopt measures for the introduction and enforcement of quality control and compulsory pre-shipment inspection.

11. *Textiles Committee, Bombay*

The Textile Committee was set up as a corporate body under the Textiles Committee Act of 1963. The main functions of the Committee are:

- (a) to undertake, assist and encourage scientific, technological and economic research in textile industry and textile machinery;
- (b) to promote export of textiles and textile machinery and to carry on propaganda for that purpose;
- (c) to establish, adopt or recognise standard specifications for textiles for the purpose of export and for internal consumption and affix suitable marks on such standardised varieties of textiles;
- (d) to specify the type of quality control or inspection which will be applied to textiles or textile machinery;
- (e) to provide for the inspection and examination of textiles, and textile machinery and levy fees for the purpose; and
- (f) to establish laboratories and test-houses for the testing of textiles.

VII. PUBLIC UNDERTAKINGS

1. *State Trading Corporation of India Ltd., New Delhi*

The State Trading Corporation of India Ltd. was set up in May 1956, to organise and effect export from and imports into India of such goods and commodities as are determined from time to time. The Corporation seeks opportunities to establish new markets and new sources of supply, to provide facilities to augment exports, to secure, wherever possible, improvement of terms of trade and economies in imports, and to arrange to the extent practicable, for import and distribution of certain essential raw materials at stable prices. Trade in mineral ores and metals which was the responsibility of this Corporation was transferred in October 1963, to a new Corporation — Minerals and Metals Trading Corporation Ltd.

The authorised capital of the Corporation is Rs. 5 crores, and the subscribed and paid-up capital is Rs. 2 crores, as on 31st March, 1968. The State Trading Corporation of India and its nominees hold the entire share capital of Rs. 65 lakhs of its subsidiary, Handicrafts and Handloom Exports Corporation of India Ltd., and also 19413 equity shares (Rs. 19,41,300) of the Indian Motion Pictures Export Corporation Ltd., and 1000 equity shares (Rs. 0.45 lakhs) of State Trading Corporation of Canada.

The Corporation has set up a number of foreign and regional offices to further its activities.

2. *Handicrafts and Handlooms Export Corporation of India, New Delhi*

The Indian Handicrafts Development Corporation Ltd., was set up in

1958, to explore markets for Indian handicrafts in foreign countries as well as ensuring supply of quality goods by Indian exporters. In June 1962, this Company became a subsidiary of the State Trading Corporation of India Ltd., and was renamed as the Handicrafts and Handlooms Exports Corporation of India Ltd. The Handlooms Export Wing of the State Trading Corporation of India was merged with this Company, resulting in the enlargement of its area of activities.

For export promotion, the Corporation has set up retail shops and show rooms in a number of foreign countries. It also takes part in international fairs and exhibitions. It renders assistance to private exporters in the form of loans, supply of raw material and preshipment inspection of their goods, etc.

The authorized capital of the Corporation is Rs. 1 crore, out of which capital of Rs. 65 lakhs was subscribed and paid up by the State Trading Corporation, as on 31st March, 1968.

3. *Minerals and Metals Trading Corporation of India Ltd. New Delhi*

The Minerals and Metals Trading Corporation of India was established in September 1963, to take over trade in mineral ores and metals from the State Trading Corporation of India Ltd. The Corporation is an important agency for the imports of scarce industrial raw materials.

The authorized capital of the Corporation is Rs. 5 crores and the paid up capital, as on 31st March 1968, was Rs. 3 crores.

4. *Export Credit and Guarantee Corporation Ltd., Bombay*

The Export Risks Insurance Corporation was set up in October 1957, to administer the export credit insurance scheme for the benefit of exporters. In January 1964, the name of the Corporation was changed to Export Credit and Guarantee Corporation. The main objects of the Company are to protect the exporters against non-payment by the foreign buyer arising from commercial risks (upto 90 per cent) and to provide such supplementary credit facilities as are essential for promotion and development of exports.

The authorised capital of the Company is Rs. 5 crores and the paid up capital, as on 31st March 1968, was Rs. 1 crore.

5. *Indian Motion Pictures Export Corporation Ltd., Bombay*

The Indian Motion Pictures Export Corporation Ltd., incorporated in September 1963, has become a subsidiary of the State Trading Corporation of India Limited. Its objective is to promote export of Indian films abroad.

6. *National Textile Corporation Ltd., New Delhi*

The National Textile Corporation was formed in April 1968 with an authorised capital of Rs. 10 crores.

The main function of the Corporation is to manage the textile mills which may be taken over by Government under the Cotton Textile Companies (Management of Undertakings and Liquidation or Reconstruction) Act of 1967 and in the process to rehabilitate them and bring them up to a profitable level of working. The Corporation may also set up new textile mills.

The Corporation is engaged in the study of the Report of Authorised Controllers in respect of about a dozen textile mills which have been taken over by Government under the Industries (Development & Regulation) Act, with a view to determining their long-term future under the Cotton Textile Companies Act of 1967.

VIII. ADVISORY AND OTHER BODIES

1. *Board of Trade*

The Board of Trade was constituted in May 1962 for a term of 2 years. It was last reconstituted in January 1968.

The Board of Trade consists of 30 members, presided over by the Union Minister of Foreign Trade & Supply. The Board deals with problems and policies relating to the development of the country's internal and foreign commerce and makes recommendations to Government from time to time.

2. *Advisory Council on Trade*

The Advisory Council on Trade was set up in January 1968 and it replaced the Export-Import Advisory Council.

The Union Minister of Foreign Trade & Supply is the Chairman of the Council. The membership of the Council include representatives of some of the principal commercial and industrial organisations, public sector trading organisations, commodity boards, research and development organisations, Reserve Bank of India, Export Credit and Guarantee Corporation, Members of Parliament and other non-officials and officials. The tenure of the Council is two years. It reviews the performance of the country's economy in its commercial aspects, considers problems relating to the expansion of export, the regulation of imports, the operation of import and export trade controls, the working of commercial services with particular reference to export marketing and export assistance, the organisation and expansion of the export sector of the economy and the

arrangements in regard to internal trade with particular reference to the procurement, sale and distribution of essential commodities.

3. *Zonal Export-Import Advisory Committees*

Regional Export-Import Advisory Committees were constituted at Bombay, Calcutta, Madras, New Delhi, Ernakulam and Panaji (Goa) in July 1966 for a term of two years. On the expiry of the term of these Committees, it was decided to replace them by Zonal Export-Import Advisory Committees located at Bombay, Calcutta, Madras and New Delhi. The reconstituted Zonal Committees which came into being in July 1968, are intended to cover Western, Eastern, Southern, and Northern Zones respectively. The terms of reference of each Committee are:

- (a) To consider difficulties, if any, experienced by trade and industry in the operation of the prevailing import and export policies and procedures, including disbursement of cash assistance to exporters, and to suggest measures for improvement;
- (b) To consider difficulties experienced by exporters in the matter of customs clearance, shipping, credit, insurance and export inspection, and to suggest measures for removal of such difficulties; and
- (c) To suggest improvement, in the methods of working and public relations of the Import and Export Trade Control Organisation and other Government Departments concerned with trade and industry.

4. *All India Handloom Board, Bombay*

The All India Handloom Board was constituted in October 1952, and is reconstituted every second year. Since 1965, however, the Board is reconstituted on a yearly basis. The Board advises the Government on the problems of the handloom industry, examines schemes for the improvement and development of the industry, and makes recommendations for financial assistance for such schemes.

The Board consists of the Textile Commissioner as Chairman, the Joint Textile Commissioner as Vice-Chairman, and 30 other members.

5. *Export Promotion Councils*

Export Promotion Councils have been registered as non-profit companies under the Indian Companies Act. The Councils perform both advisory and executive functions and secure the active association of the growers, producers and exporters in the country's drive for export promotion.

The following Export Promotion Councils are in existence at present:

1. Cashew Export Promotion Council, Ernakulam

2. Chemicals and Allied Products Export Promotion Council, Calcutta
3. Cotton Textiles Export Promotion Council, Bombay
4. Engineering Export Promotion Council, Calcutta
5. Leather Export Promotion Council, Madras
6. Marine Products Export Promotion Council, Ernakulam
7. Mica Export Promotion Council, Calcutta
8. Plastics & Linoleums Export Promotion Council, Bombay
9. Shellac Export Promotion Council, Bombay
10. Silk & Rayon Export Promotion Council, Bombay
11. Spices Export Promotion Council, Ernakulam
12. Sports Goods Export Promotion Council, New Delhi
13. Tobacco Export Promotion Council, Madras
14. Processed Foods Export Promotion Council, New Delhi
15. Basic Chemicals, Pharmaceuticals & Soaps Export Promotion Council, Bombay
16. Export Promotion Council for Finished Leather and Leather Manufactures, Kanpur
17. Wool and Woollen Export Promotion Council, Bombay
18. Handloom Export Promotion Council, Madras
19. Gem & Jewellery Export Promotion Council, Bombay

STRENGTH OF STAFF

Secretariat

611

Attached & Subordinate offices

6165

Important Publications

1. *Indian Trade Journal* (Weekly)
2. *Indian Export Service Bulletin* (Weekly)
3. *Trade of India* (Monthly)
4. *The Journal of Industry and Trade* (Monthly)
5. *Foreign Trade of India* (Monthly)
6. *Monthly Statistics of the Foreign Trade of India*
7. *India Exports* (Quarterly)
8. *Annual Statement of Foreign (Sea & Air borne)*
9. *Annual Report of the Ministry of Foreign Trade Supply*
10. *Economic and Commercial Reports*
11. *Customs and Excise Revenue Statement of the Indian Union*
12. *Indian Customs and Central Excise Tariff*
13. *Statistics of Coasting Trade of India*
14. *Directory of Exporters of Indian Produce and Manufactures*
15. *Handbook of Commercial Information*
16. *Handbook of Export Promotion*

17. *Report of the Study Team on Import and Export Trade Control Organisation*, Vol. I and II.
18. *Report of the Study Team on the Textile Commissioner's Organisation* Vol. I and II.

B DEPARTMENT OF SUPPLY

A separate Department of Supply was set up for the first time in 1939, to look after the heavy purchase of war requirements including indents from the United Kingdom and other allied countries. The Indian Stores Department and the Directorate of Contracts under the Department of Defence, which were earlier responsible for the procurement and supply work of the Government, were placed under the Department of Supply. In 1946, the Department of Supply was amalgamated with the Department of Industries and Civil Supplies to form the Department of Industries and Supplies. It was designated as the Ministry of Industries and Supplies after Independence.

In February 1951, the Subject 'Supply' was transferred to the Ministry of Works, Production and Supply. In May 1952, the Ministry was bifurcated into two Ministries, namely: (i) the Ministry of Works, Housing and Supply and (ii) the Ministry of Production.

In November 1962, the subjects 'Supplies and Disposals' alongwith the subject 'Planning and Development of Industries' was placed under the newly created Ministry of Economic and Defence Coordination. The new Ministry was, however, abolished in September 1963 and the two Departments under the Ministry, *viz.*, the Department of Supply and the Department Technical Development were given independent status. The two Departments were merged in June 1964 to form the Department of Supply Technical Development and were placed under the Ministry of Industry and Supply.

In January 1966, the Department of Supply and Technical Development was redesignated as a Ministry. A new Department of Materials Planning was added to the Ministry in March 1966 and the Ministry was consequently redesignated as the Ministry of Supply, Technical Development and Materials Planning. The Ministry, however, had a short life and was abolished in March 1967 and the Department of Supply was again transferred to the Ministry of Works, Housing and Supply.

In February 1969, the Department of Supply was placed under the newly created Ministry of Foreign Trade and Supply.

II. FUNCTIONS

The Department of Supply is responsible for the following functions:

1. Purchase, inspection and shipment of stores for the Central Govern-

ment other than the items the purchase, inspection and shipment of which are delegated to other authorities by a general or special order.

2. Disposal of surplus stores.
3. Residual work of supply and disposal relating to the late war organisations including the Directorate General. Aircraft, including Civil Maintenance Units and Directorate General, Ship Repairs.
4. Administration of:
 - (a) Directorate General of Supplies and Disposals
 - (b) National Test House, Alipore, Calcutta
 - (c) India Supply Mission, the United Kingdom
 - (d) India Supply Mission, the U.S.A.

III. ORGANISATION

The Department of Supply has one Attached office and three Subordinate Offices under it. The Attached office, *viz.*, the Directorate General of Supplies and Disposals is a big organisation. It supervises and controls a number of regional and subordinate offices.

SECRETARIAT

Secretary	1
Joint Secretary	1
Director, Vigilance	1
Deputy Secretary	1
Under Secretary	3
Information Officer	1
Section Officer	9

IV. ATTACHED OFFICE

Directorate General of Supplies and Disposals

The Directorate General of Supplies & Disposals is the central purchase organisation of the Government of India and buys the major requirements of all Ministries Departments of the Central Government. Its services are also utilised by the State Governments, public undertakings and quasi-Government organisations. The Organisation had its origin in the Indian Stores Department, which was set up in January 1922, to function as the chief procurement agency of the Government. This organisation, along with the Directorate of Contracts, working separately under the Defence

Department, served to form a nucleus of a full-fledged Department of Supply created in the year 1939, to look after the heavy purchases of war requirements, including indents from the U.K. and other allied countries. During World War II, two separate units, *viz.*, the Directorate General of Munitions and Production at Calcutta and Directorate General of Supply at New Delhi, functioned under the Department of Supply.

On termination of the War, the two aforesaid units were combined and merged into the Directorate General of Industries and Supplies. In addition, a separate Directorate-General of Disposals was created to dispose of surplus stores held by the Government of India. By the end of 1951, when it was evident that the main task of disposal had been completed, the Directorate-General of Disposals was made a wing of the Directorate-General of Supplies and Disposals.

The main functions of the Directorate-General of Supplies and Disposals are:

- (a) To act as the central purchasing and inspection agency for the purchase of stores required by the Ministries of the Government of India and their attached and subordinate offices, State Governments, local bodies, quasi-public bodies, etc., as may desire to avail themselves of its services;
- (b) To scrutinise indents before cross-mandating for purchase to the Indian Stores Department, London and India Supply Mission, Washington, with a view to ensuring, encouraging Indian industries, and to prevent, as far as possible, purchases of stores from outside India, when goods of suitable quality are obtainable in accordance with the provisions of the rules for the supply of articles required for the public services;
- (c) To inspect stores purchased directly by such Government Departments, quasi-public bodies and private parties in India as may desire to avail themselves of the facilities offered by the Department;
- (d) To draw up for the approval of the Ministries/Departments which effect purchases through this Department, specifications of the various classes of stores in demand and, if desired, to advise and assist Ministries/Departments which make their own purchases, in the preparation of specifications and standardisation of patterns of such materials;
- (e) To arrange clearance of stores imported against orders of this Department and orders placed by State Governments, Corporations, etc., if called upon to do so. To arrange shipment of stores purchased by this Department;
- (f) To arrange disposal of surpluses declared by Central Government Departments (other than Railways), in accordance with the policy laid down by the Government of India.

The Directorate General of Supplies and Disposals, consists of the head-quarter office at New Delhi, Regional Supply and Disposals Directorates at Bombay, Calcutta and Madras, Directorates of Supplies at Kanpur and Inspectorates at various stations. The headquarter office comprises the following thirteen units:

- (i) Purchase Wing (consisting of the Directorates of Workshop Machine and Tools; Oil, Paints and Chemicals; Timber, Wool and Leather; Electrical Stores; Project; Miscellaneous Hard Ware; Vehicles; Civil Armaments; and Mechanical Engineering Stores.
- (ii) Inspection Wing.
- (iii) Progress Directorate.
- (iv) Disposals Directorate.
- (v) Litigation Directorate.
- (vi) Statistics Directorate.
- (vii) Imports and Shipping Directorate.
- (viii) Planning and Development Directorate.
- (ix) O and M & Coordination Directorate.
- (x) Complaints and Public Relations Directorate.
- (xi) Registration and Sales Tax Directorate.
- (xii) Arbitration Unit.
- (xiii) Administration.

The Directorate General of Supplies and Disposals is headed by a Director General, who is assisted by six Deputy Directors General and other staff.

V. SUBORDINATE OFFICES

1. *National Test House, Alipore (Calcutta)*

The National Test House, which may broadly be divided into two departments, chemical and physical, is the only civil government institution of its kind in India where a large volume of testing work is undertaken. Test certificates bearing the seals of this laboratory are issued for all samples tested, and manufacturers and merchants are allowed to utilise such certificates for commercial purposes. Courts of justice as well as Police and Enforcement Departments get the materials under dispute tested by this Organisation. A branch of the Test House is functioning at Bombay.

2. *India Supply Mission, London*

This Department was organised in London in 1860, when the Director-General, Stores was appointed under the U.K. Government to be in charge of purchase, inspection and supply of stores required for the Government

Departments in India. In October 1920, the Department was transferred to the local control of the High Commissioner for India in the United Kingdom. This Department is now known as the India Supply Mission, London.

3. *Indian Supply Mission, Washington*

An Indian Purchasing Mission was set up in July 1941, in the U.S.A. Its designation was changed to India Supply Mission in July 1942. This Mission is responsible for the procurement and shipment of stores required to be purchased on Government account in North America (U.S.A. and Canada) and in certain cases from Latin American countries.

STRENGTH OF STAFF

Secretariat	50
Attached Office	3839

* * * *

The important publications brought out by the Department of Supply are as follows:

- (i) *Annual Report of the Department of Supply.*
- (ii) *Annual Administration Report of the D.G.S. & D.* (English & Hindi versions).
- (iii) *Directory of Government Purchases* (English version).
- (iv) *Reports of India Supply Mission, London/Washington.*

MINISTRY OF INDUSTRIAL DEVELOPMENT, INTERNAL TRADE AND COMPANY AFFAIRS

IN FEBRUARY 1969, the subjects pertaining to internal trade, viz., 'control over essential commodities', 'interstate trade', 'trade marks', 'standards of weights and measures', 'village industries', etc., were transferred from the Ministry of Commerce to the Ministry of Industrial Development and Company Affairs. At the same time, the five public sector undertakings in the heavy engineering sector were transferred from the Ministry of Industrial Development and Company Affairs to the newly created Ministry of Steel and Heavy Engineering. Simultaneously, the Ministry was renamed as the Ministry of Industrial Development, Internal Trade and Company Affairs.

The Ministry of Industrial Development, Internal Trade and Company Affairs is in the charge of a Cabinet Minister, who is assisted by one Minister of State and one Deputy Minister.

The Ministry is organised in the following three Departments:

- A. Department of Industrial Development.
- B. Department of Internal Trade.
- C. Department of Company Affairs.

Detailed description of these Departments is given below.

A. DEPARTMENT OF INDUSTRIAL DEVELOPMENT

A Department of Commerce and Industry was created for the first time in

the Government of India in 1905, to deal with all matters relating to industries and commerce. The statutory body of the Railway Board, which was constituted in the year 1905 for the administration of the Railways in India, was placed under this Department. Gradually, work connected with factories, and the Petroleum and Explosives Acts, previously dealt with by the Home Department, was transferred to the Department of Commerce and Industry. It also took over from the Finance Department work relating to postal business, customs, statistics, printing and stationery and ports and shipping. Certain branches of the Public Works Department, namely, telegraphs and collieries were also transferred to this Department. When a scheme regarding the constitution of a special 'Customs Service' was approved by the Government of India during the latter part of 1905, the administration of the scheme also came directly under the control of this Department. In 1908, work relating to the administration of Railways was, however, taken away from this Department, and the Railway Board with its staff (known as the Railway Department) became distinct from and independent of the Department of Commerce and Industry.

In 1920, a temporary Board of Industries and Munitions was set up. After about a year, the Board, considering the progressive increase in the number of industries, recommended the creation of a separate Department of Industries in order to promote both external and internal trade. Accordingly, in February 1921, a new Department of Industries was created. After about two years, as a result of the recommendations of the Inchcape Committee on the allocation and distribution of work in the Secretariat Departments, the Departments of Industries and Public Works were amalgamated in April 1923, and a new Department of Industries and Labour was formed. This arrangement continued till 1937. In November of the same year, the Department of Industries and Labour was bifurcated into two separate Departments, *viz.*, the Department of Communications, and the Department of Labour. However, certain subjects pertaining to industries were retained by the Department of Labour, and others were taken over by the Department of Commerce. Again in 1943, as a result of the exigencies of the Second World War, the Government of India constituted the Department of Industries and Civil Supplies. This Department functioned till 1946, when the Department of Supplies was amalgamated with it, and a new Department of Industries and Supplies was formed.

After Independence, in August 1947, the Department of Industries and Supplies was redesignated as the Ministry of Industries and Supplies, and was placed under the charge of a Cabinet Minister. The Ministry of Commerce and Industry was formed in February 1951, by the amalgamation of a portion of the erstwhile Ministry of Commerce with a portion of the Ministry of Industries and Supplies; the subject 'Supplies' being taken over by the Ministry of Works, Mines and Power. In September 1956, the

Ministry of Commerce and Industry was split into two separate Ministries:

- (i) Ministry of Commerce and Consumer Industries, and
- (ii) Ministry of Heavy Industries.

The former took over all the functions dealt with previously in the Commerce Division and the Consumer Industries Division of the Ministry of Commerce and Industry. Again, in April 1957, as a result of the reorganisation in some of the Ministries of the Government of India, both these Ministries were merged to form the Ministry of Commerce and Industry. The new Ministry was also entrusted with the work connected with most of the public enterprises previously dealt with by the Ministry of Production, which was abolished as a result of the reorganisation.

In 1958, the Department of Company Law Administration was transferred from the Ministry of Finance to the Ministry of Commerce and Industry, which was subsequently reorganised into three Departments, *viz.*, Department of Industry, Department of Commerce and Department of Company Law Administration. With the formation of the new Central Cabinet in April 1962, some of the Ministries of the Government of India were reorganised. The subject 'Heavy Industries' was taken away from the Ministry of Commerce and Industry, and it was reconstituted into three Departments, *viz.*, Department of International Trade, Department of Industry and Department of Company Law Administration. In July 1963, the Ministry of Commerce and Industry was bifurcated into the Ministry of Industry and Ministry of International Trade. The Ministry of Industry took over all the subjects under the Departments of Industry and Company Law Administration. In October 1963, Company Law Administration was transferred to the Ministry of Finance. In November 1963, certain chemical industries were transferred to the Ministry of Petroleum and Chemicals and the subject 'Non-Ferrous Metals' was transferred to the Ministry of Steel, Mines and Heavy Engineering. The Ministry of Industry took over in January 1964, the subjects 'Textiles', 'Handloom Industry', and 'Jute' from the Ministry of International Trade, and 'Cement' from the Ministry of Steel, Mines and Heavy Engineering.

In June 1964, the Ministry of Industry was reconstituted as the Ministry of Industry and Supply comprising three Departments, *viz.*, the Department of Industry, Department of Heavy Engineering and the Department of Supply and Technical Development. As a result of this reorganisation, subjects pertaining to textiles, handloom, sericulture and jute industry were retransferred from the Department of Industry to the Ministry of Commerce. The Department of Heavy Engineering, previously a Department in the former Ministry of Steel, Mines and Heavy Engineering came under the Ministry of Industry and Supply as a separate Department. In February 1965, the Department of Heavy Engineering was, however, merged with the Department of Industry. The administration of Indian Boilers Act, and the Central Boilers Board was transferred to the Depart-

ment of Industry from the Ministry of Works and Housing in August 1965.

In January 1966, the Department of Industry in the erstwhile Ministry of Industry and Supply was formed into a separate Ministry of Industry; the subjects 'Supply' and 'Technical Development' being placed under a new Ministry of Supply and Technical Development (later designated as the Ministry of Supply, Technical Development and Materials Planning). In June 1966, the work relating to explosives, administration of the Indian Explosives Act, 1884 and the rules made thereunder, but not the Explosives Substances Act was taken up by the Ministry of Industry from the Ministry of Works, Housing and Urban Development; and the work relating to development of electronics and coordination amongst its various users was transferred from the Ministry of Industry to the Department of Defence Supplies of the Ministry of Defence.

The Ministry of Industry again underwent reorganisation in March 1967, when the new Ministry of Industrial Development and Company Affairs was created comprising two Departments, *viz.*, the Department of Industrial Development and the Department of Company Affairs. The subjects allocated to the Department of Industrial Development included those which were previously dealt with in the erstwhile Ministry of Industry, and the subjects relating to technical development (including the Directorate General of Technical Development) and materials planning which were under the charge of the erstwhile Ministry of Supply, Technical Development and Materials Planning. The work of rural industrialisation coordination was transferred to this Department in January 1968.

In February 1969, five public sector undertakings, *viz.*, Heavy Engineering Corporation, Mining and Allied Machinery Corporation, Triveni Structurals Limited, Tungabhadra Structurals Limited, Bharat Heavy Plates and Vessels Limited were transferred from the Department of Industrial Development to the newly created Ministry of Steel and Heavy Engineering. Simultaneously, the subject 'Internal Trade' was also grouped with 'Industrial Development' and 'Company Affairs' leading to the formation of the Ministry of Industrial Development, Internal Trade and Company Affairs.

II. FUNCTIONS

The Department of Industrial Development is responsible for the active promotion of industrialisation of the country by encouraging the orderly development of large and small scale industries both in the private and the public sectors. It formulates the general industrial policy, seeks to promote productivity in industries and encourages the development of industrial cooperatives. The Department is also responsible for planning, development and control of and assistance to all industries other than those specifically allotted to any other Ministry/Department.

The following is the detailed list of subjects allocated to the Department of Industrial Development.

I. *Industrial Policy*

1. General Industrial Policy.
2. The Administration of the Industries (Development and Regulation) Act of 1951.
3. Industrial Management.
4. Productivity in Industry.

II. *Industrial Cooperation*

5. Cooperation in the Industrial sector, excepting Cooperative Sugar Factories.

III. *Industries and Industrial and Technical Development*

6. Planning, development and control of, and assistance to, all industries other than those dealt with by any other Department.
7. Manufacture of heavy engineering equipment for all industries.
8. Heavy electrical engineering industries.
9. Machinery Industries including Machine Tools and Steel manufactures.
10. Administration of the Indian Boilers Act and the Regulations made thereunder, Central Boilers Board.
11. Auto Industries, including tractors, earth moving equipment and diesel engines.
12. Explosives, administration of the Indian Explosives Act, 1884, and the Rules made thereunder, but not the Explosive Substances Act.
13. Cables.
14. Light Engineering Industries (e.g., Sewing machines, typewriters, weighing machines, bicycles, etc.).
15. Optical Glass Project.
16. Light Industries (e.g., Plywood, stationery, matches, cigarettes, etc.).
17. Light Electrical Engineering Industries.
18. Raw films.
19. Hard Board.
20. Paper and newsprint.
21. Tyres and Tubes.
22. Salt.
23. Cement.
24. Technical Development, including Directorate General of Technical Development.

IV. *Small Scale Industries*

25. Coordination of the development of small-scale Industries—
 (i) Small Scale Industries Board.
 (ii) National Small Industries Corporation.
 (iii) Setting up of new industries, for providing employment, in places where there are heavy concentrations of displaced persons from West Pakistan.
- 25A. Coordination of matters relating to Rural Industrialisation.

V. *Patents and Designs, etc.*

26. Standardisation of international products and raw materials under the Indian Standards Institution (Certification Marks) Act, 1952.
27. Patents and Designs (The Indian Patents & Designs) Act, 1911.

VI. *Materials Planning*

28. Coordinated assessment of demands for raw materials, by sectors, industries and large units, in relation to particular groups of products and to available capacities.
29. Assessment of domestic availability of raw materials with due regard to the feasibility of import substitution.
30. Assessment of requirements of imports of raw materials, with due allowance for inventories.
31. Determination of principles, priorities and procedures for allocation of raw materials.
32. Any other matters connected with materials planning.

VII. *Other subjects*

33. All Attached or Subordinate Offices or other organisations concerned with any of the subjects specified in this list.
34. Public sector projects falling under the subjects included in this list except such projects as are specifically allotted to any other Ministry Department.
35. Coordination of matters of general policy of non-financial nature affecting all public sector industrial and commercial undertakings.

III. ORGANISATION

The Department of Industrial Development consists of a Secretariat, five Attached Offices and four Subordinate Offices. Besides, there are fourteen

public undertakings and five autonomous organizations under the administrative control of the Department.

SECRETARIAT

Secretary	1
Secretary, Heavy Industries	1
Joint Secretary	7
Security Adviser	1
Officer on Special Duty	3
Chief, Project Planning & Development	1
Director	2
Deputy Secretaries	9
Under Secretaries	18
Technical Adviser (Boilers)	1
Joint Director	1
Chief Librarian	1
Librarian	1
Public Relations and Complaints Officer	1
Research Officer	3
Statistician	2
Hindi Officer	2
Editor	1
Asstt. Secretary	1
Section Officers	48

Further, there is a Commissioner of Industrial Cooperation under the Department, who is responsible for the development of industrial co-operatives. The Commissioner is assisted by two Deputy Directors, one Assistant Director and other staff.

The work in the Department of Industrial Development is divided in the following main Divisions:

1. AID, Foreign Exchange and Foreign Industrial Collaboration
2. Automobile Engineering Industries
3. Boilers
4. Electrical Engineering Industries
5. Industrial Cooperatives
6. Light Engineering Industries
7. Light Industries
8. Mechanical Engineering Industries
9. Productivity, Patents & Designs
10. Project Planning & Development
11. Projects

12. Small Scale Industries

The detailed organisation of the Department of Industrial Development is shown in the chart placed alongside.

IV. ATTACHED OFFICES

1. *Directorate General of Technical Development, New Delhi*

The Directorate General of Technical Development is entrusted with the responsibility of giving technical advice on planning and development of industries to all Ministries/Departments of the Central Government concerned with different industries, particularly the Ministries of Steel, Mines and Metals and Petroleum and Chemicals, as also the Planning Commission. It also scrutinises applications, received under the Industries (Development and Regulation) Act, 1951, for establishing new industrial units or for substantial expansion of existing production units and following up of their progress to ensure effective implementation of development plans. The organisation examines the needs of various sectors, particularly of those seeking financial and other assistance from the Government. Another important task of this Directorate is of investigating and exploring the possibilities of developing indigenous production of goods so far imported. It also advises the Ministry of Commerce on the technical and semi-technical aspects of import and export policy and its implementation.

The Directorate General of Technical Development is assisted in the task of planning and development of industries by the Development Councils which have been constituted for important industries. The Directorate has under it five Plywood Inspectorates located at Pallikunm (Cannanore), Tinsukia (Assam), Kottayam, Calcutta and Silliguri (West Bengal).

2. *Office of the Economic Adviser, New Delhi*

The Office of the Economic Adviser offers technical advice to the Department of Industrial Development on all issues of an economic nature. It also compiles the official index of prices in India, conducts research on prices and tariffs, employment, foreign trade and industries. It provides assistance in bringing out publications of this Department relating to economic, commercial and industrial matters. The Office is headed by an Economic Adviser.

3. *Office of the Development Commissioner, Small Scale Industries, New Delhi*

The Office of the Development Commissioner, Small Scale Industries,

DEPARTMENT OF INDUSTRIAL DEVELOPMENT

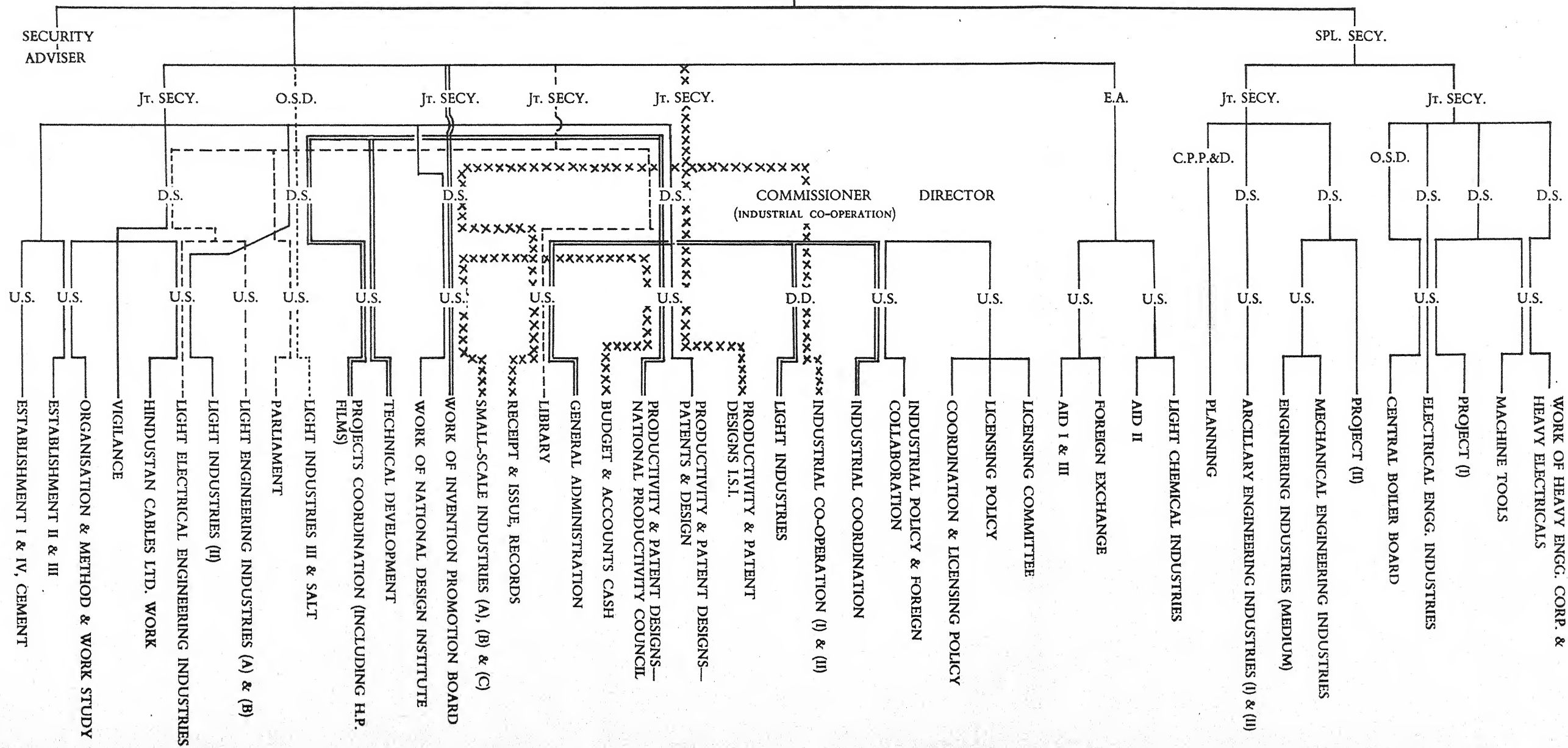
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MINISTER

MINISTER OF STATE

DEPUTY MINISTER

SECRETARY



was set up in 1954. The main functions of the office of the Development Commissioner are:

- (i) To supervise, control and coordinate the activities of the regional Small Scale Industries Service Institutes, Branch Institutes and Extension Centres. (At present, there are 21 Small Industries Service Institutes and Branch Institutes located at Bombay, New Delhi, Calcutta, Madras, Ahmedabad, Hyderabad, Bangalore, Cuttack, Trichur, Jaipur, Allahabad, Margao, Patna, Gauhati, Jammu, Indore, Ludhiana, Agra, Kanpur, Hubli and Rajkot; and 65 Production/Training Extension Centres).
- (ii) To frame, formulate and implement programmes generally meant for the development of small scale industries of the country.
- (iii) To maintain liaison with the National Small Industries Corporation Limited and the Department of Community Development, and assist them in the preparation and implementation of the schemes for development of small scale industries in Community Project areas and National Extension Blocks.
- (iv) To maintain liaison with the Directorates of industries of the State Governments and to assist them in the preparation and execution of their schemes for development of small scale industries.

The Development Commissioner is the head of this organisation.

4. *Office of the Salt Commissioner, Jaipur*

The Office of the Salt Commissioner is responsible for:

- (i) Quality control of salt
- (ii) General development of the salt industry
- (iii) Financing and running of salt research stations and model farms
- (iv) Administration of the Government salt factories and their improvement and expansion
- (v) Realisation of salt cess
- (vi) Arranging for distribution of salt, liaison with the State Governments, etc.
- (vii) Bringing about consolidation and re-alignment of small units on scientific lines, and giving technical advice to the manufacturers.

The Office of the Salt Commissioner has under it three regional offices located at Bombay, Calcutta and Madras and four divisional offices located at Jamnagar, Thana, Kakinada and Tuticorin.

5. *Research & Development Organisation for Electrical Industry, Bhopal*

The Research and Development Organisation for Electrical Industry has

been set up to evolve standards and designs for electrical equipment, and for general development of electrical industry with particular reference to manufacturing techniques. This Organisation also conducts in-service training programmes.

V. SUBORDINATE OFFICE

1. *Office of the Controller-General of Patents, Designs & Trade Marks, Bombay*

The Office of the Controller-General of Patents, Designs and Trade Marks was established in November 1959, under the provisions of the Trade and Merchandise Marks Act of 1958, which replaced the Trade Marks Act of 1940 and the Indian Merchandise Marks Act of 1889. Under the new Act, the Trade Marks Registry and the Patents and Designs office have been amalgamated under the administrative charge of a single officer, viz., the Controller-General of Patents, Designs and Trade Marks. This Office is responsible for administering the Trade Marks Act of 1958 and Patents and Designs Act of 1911, which include grant of patents and registration of industrial designs and trade marks.

This Office has branch offices at Calcutta, Delhi and Madras.

2. *Department of Explosives, Nagpur*

The Department of Explosives is concerned with the administration of the Indian Explosives Act of 1884 and the Petroleum Act of 1934, as well as the Rules made thereunder. The Department also functions as an advisory body to the Railways, Civil Aviation Department, State Governments and Port authorities.

The inspection work of the Department of Explosives is carried out through the following five circle offices:

- (i) East Circle Office, Calcutta with two branch offices—one at Gomia (Bihar) and the other at Asansol
- (ii) West Circle Office, Bombay
- (iii) North Circle Office, Agra Cantt
- (iv) South Circle, Madras with a branch at Sivakasi and Hyderabad.
- (v) Central Circle, Gwalior

3-4. *Integrated Training Centres for Extension Officers (Industries), Hyderabad and Nilokheri*

The Integrated Training Centres for Extension Officers (Industries) were

set up in 1966 to impart training in industrial cooperation to Extension Officers (Industries) serving under various State Governments and in Union Territories.

VI. AUTONOMOUS ORGANISATIONS

1. *Indian Standards Institution*

The Indian Standards Institution was set up as a registered society in 1947, for creating standards consciousness in the country and for drawing up standards to improve the quality of the products of Indian Industries.

Under the I.S.I. Certification Marks Act, 1952, this Institution has been issuing licences to manufacturers for marking their goods with I.S.I. certification marks, provided they rigidly conform to relevant standards. The I.S.I. certification marks have been made obligatory for a number of items for export. The Institution also provides training in standardization methods and techniques.

2. *National Productivity Council*

The National Productivity Council, established as a registered society in 1958, is responsible for devising ways and means for promoting high levels of productivity in all sectors of national economy and for creating productivity consciousness among industrialists. The Council has set up six Regional Directorates at Bombay, Calcutta, Madras, Kanpur, Bangalore and Ludhiana, to organise productivity training courses and to provide productivity services to industries. In addition 47 Local Productivity Councils have been constituted in almost all the industrial areas, to spread the productivity movement.

3. *Invention Promotion Board*

The Invention Promotion Board has been set up as a registered society, to promote and encourage inventive talent in the country. The Board awards cash prizes and certificates of merit to persons and institutions doing outstanding inventive work. Financial assistance is also provided for development of inventions.

4. *Small Industry Extension Training Institute, Hyderabad*

The Small Industry Extension Training Institute was set up as a registered society in 1962, to undertake training programmes for personnel of small industrial units and other interested in the field of small scale industries.

5. *National Design Institute, Ahmedabad*

The National Design Institute has been set up as a registered society, for carrying out research in the field of machine tool design and technology. The Government of Czechoslovakia has provided financial assistance in the establishment of this Institute.

VII. PUBLIC UNDERTAKINGS

1. *National Industrial Development Corporation Ltd.,
New Delhi*

The National Industrial Development Corporation Ltd., was formed in 1954 as a Government Company, for the promotion and development of industries in the country. The Corporation is responsible for preparing plans and formulating projects for setting up new industries and developing new lines of production. It also renders technical and consultancy services to other Government undertakings through its Technological Consultancy Bureau. The Corporation was used till February 1963, as an agency to grant loans to certain selected industries for the purposes of modernisation and rehabilitation of these industries. The Corporation confines its loan operations to the applications already received and in advanced stage of scrutiny. With the reduction of its lending activities, the Corporation's main function now relates to the rendering of consultancy engineering services.

The authorised capital of the Company is Rs. 1 crore and the subscribed capital Rs. 10 lakhs, as on March 31, 1969. In addition, the Government of India had advanced a loan of over Rs. 9.5 crores to the Corporation till that date.

2. *National Small Industries Corporation Ltd.,
New Delhi*

The National Small Industries Corporation was set up in February 1955, for promoting the development of small scale industries in the country. The scope of the Corporation's work falls under two broad categories, viz., promotional or developmental and commercial. The functions under the former category include operation of Government purchase scheme, under which the Corporation assists small industrial units to secure a share in the purchases made by the Government Departments and agencies, participation in exhibitions, management of the Naini Industrial Estate and the administration of the Prototype Production and Training Centres at Okhla (New Delhi), Rajkot and Howrah. These activities are financed by the Government of India by way of grants to the Corporation. The

commercial activities of the Corporation relate to supply of machines on hire purchase basis and marketing operation.

The authorised capital of the Corporation has been raised from Rs. 50 lakhs to Rs. 350 lakhs but the paid up capital of the Corporation stood at Rs. 50 lakhs, as on March 31, 1968. In addition, the loan outstanding against the Corporation on that date granted by the Government of India stood at Rs. 11.75 crores.

3. *National Instruments Ltd., Jadavpur, Calcutta*

The National Instruments Limited was incorporated in 1957. It took over the assets and liabilities of the Mathematical Instruments Office which was being controlled departmentally since 1830. The Jadavpur unit of the Company manufactures and repairs surveying, scientific, meteorological and industrial instruments. The instruments manufactured by the Company include special types of microscopes, medical diagnostic instruments and clinical thermometers.

The National Instruments Ltd., Calcutta is also entrusted with implementing Ophthalmic Glass Project, Durgapur, being set up with Soviet assistance. This unit will manufacture ophthalmic glass blanks for a capacity of 300 tonnes out of which 233 tonnes will be converted into about 10.3 millions pieces of lenses and the balance of 67 tonnes of blanks will be released to the market for use of lens grinding units.

The authorised capital of the Company is Rs. 5 crores, and the subscribed capital Rs. 3.13 crores as on March 31, 1969. In addition, the Government of India had advanced a loan of Rs. 1.1 crores to the Company till that date.

4. *Hindustan Cables Limited, Rupnarainpur, District Burdwan, W. Bengal*

The Hindustan Cables Ltd. was incorporated in 1952, and it took over the assets and the liabilities of the Telephone Cable Factory, which was being run as a departmental unit. The Company mostly manufactures telecommunication cables. These requirements were met entirely from imports in the past.

The authorised capital of the Company is Rs. 5 crores, and the subscribed capital Rs. 3.19 crores, as on March 31, 1968. In addition, it has received a loan of Rs. 128.91 lakhs from the Government of India till that date.

5. *National Newsprint and Paper Mills Limited, Nepanagar (Madhya Pradesh)*

The National Newsprint and Paper Mills Limited, popularly known as Nepa Mills, was started in January 1947, as an enterprise in the private

sector for the manufacture of newsprint in India. The Madhya Pradesh Government took over the management of the Company in 1948. Later in 1958, the Government of India took over the majority share holdings of the Company after the capital structure was recast.

The Company has an authorised capital of Rs. 5 crores and the subscribed capital is about Rs. 4.9 crores, as on March 31, 1968. The Government of India and the Government of Madhya Pradesh hold shares in it to the extent of Rs. 2.55 crores and Rs. 1.69 crores respectively. Shares of the value of Rs. 69.8 lakhs are held by private individuals.

The Board of Directors of the Company consist of nominees of the Union and Madhya Pradesh Governments and persons representing the private share holders.

6. *Hindustan Salt Company Limited, Jaipur*

The Hindustan Salt Company was registered in April 1958, and it took over the working of the salt sources at Sambhar lake and Didwana in Rajasthan and Kharagkoda in Gujarat State from 1st January 1959. The Sambhar salt sources were, however, transferred to a new subsidiary company, Sambhar Salt Limited on October 1, 1964. At present, two salt sources at Kharaghoda and Mandi (Himachal Pradesh) are under the administrative control of the Company.

The authorised share capital of the Company is Rs. 2 crores, of which Rs. 1.79 crores has been subscribed and paid up till March 31, 1968.

7. *Sambhar Salts Limited, Jaipur*

The Sambhar Salts Limited was registered as a subsidiary of the Hindustan Salts Limited on September 30, 1964 and started functioning with effect from October 1, 1964, when the Sambhar Salt Works were transferred to it by the Hindustan Salts Limited.

The authorised and paid up capital of the Company is Rs. 1 crore; 60 per cent shares being held by the Hindustan Salt Ltd., and 40 per cent allotted to the Government of Rajasthan free of cost in lieu of their royalty rights.

8. *Cement Corporation of India Limited, New Delhi*

The Cement Corporation of India Limited was incorporated in January 1965, with a view to help increasing the supply of cement for meeting the growing demand. The main objects of the Corporation are to survey and prospect cement grade limestone in the country and to set up cement plants. It also co-ordinates all ancillary activities for the economic growth of the industry. The Corporation has, so far, completed investigation for

cement grade limestone at a number of places in the country. Work is in progress for setting up plants at Mandhar and Kurkunta.

The authorised capital of the Corporation is Rs. 5 crores, of which Rs. 4.35 crores have been subscribed till March 1969.

9. *Hindustan Photo Films Manufacturing Co. Ltd., Ootacamund*

The Hindustan Photo Films Manufacturing Co. Limited, was incorporated in Madras in November 1960, to set up a factory at Ootacamund for the manufacture of cinema films, photographic films and papers, X-ray films and other photographic materials in technical collaboration with M/s. Bauchet and Cie of France. An agreement had earlier been entered between the Government of India and the French firm for supplying the machinery and providing technical services, including training of Indian technicians at their factory in Paris.

The authorised capital of the Company is Rs. 5.82 crores and the paid-up capital is Rs. 5.50 crores as on March 31, 1968.

10. *Heavy Electricals Limited, Bhopal*

The Heavy Electricals Limited was incorporated in August 1956, to manufacture heavy electrical equipment, such as electrical generators, transformers, switchgear, turbines for river valley projects, traction equipment for railways, insulating materials, etc. The Company was later entrusted with the task of developing four projects at Bhopal, Hardwar, Ramachandrapuram near Hyderabad and Tiruverembur near Tiruchirappalli. The last three units were separated in November 1964, to form a new company called "Bharat Heavy Electricals Limited". The Heavy Electricals factory at Bhopal is being developed in technical collaboration with M/s. Associated Electrical Industries of United Kingdom.

The Company has a subscribed and paid-up capital of Rs. 50 crores. In addition, the Government of India has advanced a loan of Rs. 65.51 crores to the Company upto March 1969.

11. *Hindustan Machine Tools Limited, Jalahalli, Bangalore*

The Hindustan Machine Tools Limited, was incorporated in February 1953, and is engaged in the manufacture of high precision lathes, milling machines, radial drills, grinders, turret lathes and special purpose machines, etc. The Company has two machine tool factories at Bangalore and one each at Pinjore (Haryana), Kalamassery (Kerala) and Hyderabad. It has also set up a watch factory at Bangalore.

The authorised and paid-up capital of the Company is Rs. 12 crores, as on March 31, 1969. In addition, the Company has received a capital loan

of Rs. 12.80 crores from the Government of India till that date.

12. *Instrumentation Limited, Kota (Rajasthan)*

The Instrumentation Limited, Kota was registered in March 1964, to establish a precision instrument plant at Kota, for the manufacture of electronic and magneto-electric instruments and some varieties of thermocouples and thermometers, and a mechanical instruments plant at Palghat, Kerala, for the production of mechanical pneumatic and hydraulic instruments. The Government of U.S.S.R. is providing financial and technical assistance for the setting up of these plants. The Kota Unit commenced commercial production in July 1968.

The authorised capital of the Company is Rs. 7 crores and the subscribed capital Rs. 3.90 crores as on March 31, 1969.

13. *Bharat Heavy Electricals Limited, New Delhi*

The Bharat Heavy Electricals Limited, was incorporated in November 1964, to take over the three units of the Heavy Electricals Limited, Bhopal, viz., (i) High Pressure Boiler Plant, Tiruchirapalli (ii) Heavy Power Equipment Plant, Hyderabad, and (iii) Heavy Electricals Equipment Plant, Hardwar. The Company has since taken over in addition the Switch Gear Unit, Hyderabad and Central Foundry Forge Plant, Hardwar.

The authorised capital of the Company is Rs. 65 crores, which has been fully subscribed and paid up. In addition, the Government of India has advanced a loan of Rs. 93.31 crores to the Company upto 31st March 1969.

14. *Machine Tools Corporation of India Limited, Ajmer*

The Machine Tools Corporation of India Limited was incorporated in January 1967, with an authorised capital of Rs. 4 crores, for setting up grinding machine tool plant with Czechoslovakian assistance. The detailed project report for this plant was finalised towards the end of 1966 and the work of setting up the plant is in progress.

VII. ADVISORY AND OTHER BODIES

1. *Central Advisory Council of Industries*

The Central Advisory Council of Industries constituted under the Industries (Development and Regulation) Act of 1951, advises the Government on matters concerning the development and regulation of industries coming within the scope of the Act. The Council was last

reconstituted in November 1967. The Council is headed by the Minister of Industrial Development, Internal Trade and Company Affairs.

There is a Standing Committee of the Central Advisory Council of Industries, constituted under Rule 17 of the Central Advisory Council (Procedural) Rules, 1952. The main Council has the power to assign to the Standing Committee such functions or refer to it such questions as it may consider necessary.

The Central Advisory Council of Industries has also a Reviewing Sub-Committee, constituted under Rule 18 of the Registration and Licensing of Industrial Undertakings Rules, 1952, to review all industrial licenses issued, refused, varied, amended or revoked from time to time. The Sub-Committee also advises on general principles to be followed in the issue of licenses for establishing new undertakings or substantial expansion of existing undertakings.

2-16. *Development Councils*

In its work of development of industries, the Department of Industrial Development is assisted by Development Councils for various industries, which are under the provision of the Industries (Development and Regulation) Act of 1951. The Councils consist of members representing the owners of industrial undertakings, labour and consumers. Persons having specialised knowledge of a particular industry are also co-opted on the concerned council.

The Development Councils meet from time to time and discuss problems relating to the industries within their sphere. The Councils also generally consider the question of targets for the Plan period, manufacturing machinery, export promotion measures, productivity techniques and problems of raw materials. At present, the following Development Councils are functioning:

- (i) Heavy Electrical Industries
- (ii) Machine Tools
- (iii) Automobiles, Automobile Ancillary Industries, Transport Vehicle Industries, Tractors and Earth Moving Equipment and Internal Combustion Engines
- (iv) Organic Chemical Industries
- (v) Oils, Detergent and Paints
- (vi) Food Processing Industries
- (vii) Sugar Industry
- (viii) Drugs and Pharmaceuticals
- (ix) Inorganic Chemicals Industries
- (x) Man-made Textiles
- (xi) Paper, Pulp and Allied Industries

- (xii) Leather and Leather Goods
- (xiii) Wool including Woollen Yarn; and
- (xiv) Textile Machinery Industries

17. *Licensing Committee*

The Licensing Committee has been set up under Rule 10 of the Registration and Licensing of Industrial Undertakings Rules, 1952, for consideration of applications for industrial licensing received under the Industries (Development and Regulation) Act of 1951. The representative of the Ministry of Industrial Development, Internal Trade and Company Affairs is the Chairman of the Committee. Besides the Ministries represented on the Committee, the representatives of technical organisations like DGTD, DC, SSI, CSIR., etc., are invited to the meeting of the Licensing Committee to have the benefit of their advice in the consideration of the applications. There is also a provision for co-option by the Committee of representatives of the State Governments. Therefore, after every three/four months, representatives of the State Governments are also invited to attend the meeting of the Licensing Committee to provide them an opportunity to bring up for reconsideration any particular cases on which decisions have been taken at earlier meetings.

18. *Rural Industries Planning Committee*

The Rural Industries Planning Committee is responsible for reviewing the progress of industries in rural areas, advising on problems of policy and planning relating to them and recommending programmes for intensive development of small industries in rural areas. The rural industries projects programmes sponsored by the Committee aim at evolving effective techniques, methods and programmes for intensive development of small industries in selected rural areas, so that these can be extended to other areas with high incidence of unemployment. The programme is being carried out in 49 project areas and is formulated as well as implemented by the State Governments. It consists mainly of promotional measures including provision of training and common service facilities, supply of machinery on hire purchase terms, assistance for marketing and supply of raw materials, grant of loans for construction of work sheds, purchase of machinery and working capital. The programme being a Centrally sponsored scheme, the Government of India meets the entire cost incurred by the States on various schemes.

19-26. *Central and the Regional Advisory Boards for Salt*

In order to advise Government on the proper utilisation of Cess pro-

ceeds as provided in the Salt Cess Act of 1953, the Central Advisory Board for Salt and six Regional Advisory Boards for Salt for the salt producing States of Rajasthan, Gujarat, Maharashtra, Madras, Andhra Pradesh, West Bengal and Orissa have been constituted. Besides the officials of the Central and the State Governments concerned, representatives of salt industry, labour, cooperatives and persons with knowledge and experience of public affairs, etc., are nominated to serve on these Boards. The Boards are reconstituted after every two years and their meetings are held once or twice a year to consider the several problems of the salt industry.

27. *Standing Committee on Industrial Cooperatives*

The Standing Committee on Industrial Co-operatives was set up in January 1960, and its main functions are:

- (i) to conduct periodical review of the progress of industrial cooperatives for cottage and small industries in the country
- (ii) to examine the problems and suggest measures to overcome the difficulties impeding the rapid progress of such societies
- (iii) to assist and guide the Central and State Governments, public institutions, financing agencies, etc., to promote healthy development of industrial cooperatives
- (iv) to ensure coordinated and as far as possible uniform policies in the promotion, organisation, administration, management, etc., of industrial cooperatives; and
- (v) to pursue the expeditious implementation of the recommendations of the Working Group on Industrial Cooperatives set up by the Government.

The Committee was reconstituted in 1967 and it now consists of 14 members, of which 13 are officials and one non-official.

28. *Central Boilers Board*

The Central Boilers Board is constituted under the Indian Boilers Act of 1923, and consists of the representatives of the Central and State Governments, manufacturers and users of boilers, as well as other interests intimately connected with the boiler industry. The Board deals with specific problems referred to it by the manufacturers, users and Inspectors of Boilers, and promulgates amendments to the Indian Boilers Regulations, 1950, as a regulation making body under the Act, and prepublishes a number of draft amendments for public opinion as required under the Act.

The Central Government has amended the Central Boilers Board

(Nomination of Members) Rules to reconstitute the Board by enlarging representation of the manufacturers. Ancillary manufacturers have also been given representation in the Board.

For expeditious disposal of cases referred to it, the Board has set up four separate Sub-Committees to deal with specific problems and has also set up an *ad hoc* Committee to consider all cases relating to the acceptance for boilers of foreign makes which are not covered by the statute of this country. These Sub-Committees have been given adequate powers for taking final decision on behalf of the Board.

B. DEPARTMENT OF INTERNAL TRADE

The subjects pertaining to internal trade including inter-state trade, control over essential commodities, trade marks, standards of weights and measures, village industries, etc., were taken away from the Ministry of Commerce in February 1969 and were placed under the Department of Internal Trade in the Ministry of Industrial Development, Internal Trade and Company Affairs.

II. FUNCTIONS

I. Trade

1. Internal Trade
2. Inter-State Trade; the Spirituous Preparation (Inter-State Trade and Commerce) Control Act, 1955
3. Control of Futures Trading (The Forward Contracts (Regulation) Act, 1952).
4. Essential Commodities Act (Supply, prices and distribution of essential commodities not dealt with specifically by any other Ministry).

II. Trade Marks, etc.

5. The Trade and Merchandise Marks Act, 1958
6. Emblems and Names (Prevention of Improper Use) Act, 1950
7. Standards of Weights and Measures Act, 1956

III. Village Industries

8. Khadi and Village Industries Commission Act, 1956 and Co-ordination and development of other village Industries
9. Ambar Charkha

IV. *Other subjects*

10. All Attached or Subordinate Offices or other organisations concerned with any of the subjects specified in this list, including Forward Markets Commission, Bombay.

III. ORGANISATION

The Department of Internal Trade consists of a Secretariat and has under it one Subordinate Office and one Statutory Commission.

SECRETARIAT

Secretary	(Secretary, Industrial Development looks after the work of the Department of Internal Trade also).	
Deputy Civil Supplies Commissioner		1
Joint Secretary		1
Deputy Secretary		1
Under Secretary		1
Section Officers		5
Accounts Officer		1
Director		1
Deputy Director		1
Assistant Directors		4
Research Officer		1
Officer on Special Duty		1

A Civil Supplies Organisation, set up in the wake of the devaluation of the rupee, exists as a part of the Secretariat of the Department of Internal Trade. The Organisation acts as a co-ordinating unit between the Ministries of the Government of India and the State Governments and Union Territories for measures relating to the containment of the inflationary spiral of prices of essential commodities.

IV. SUBORDINATE OFFICES

Forward Markets Commission, Bombay

The Forward Markets Commission was established in 1953, in pursuance of the Forward Contracts (Regulation) Act of 1952. The Commission consists of a chairman and one member and its main functions are:

- (a) To advise the Central Government in respect of the recognition of

or the withdrawal of recognition from any association or in respect of any other matter arising out of the administration of the Forward Markets Act.

- (b) To keep Forward Markets under observation, and to draw the attention of the Central Government or of any other specified authority to any development taking place in, or in relation to, such Markets which, in the opinion of the Commission, is of sufficient importance to deserve the attention of the Government of India and to make recommendation thereon.
- (c) To collect and, whenever the Commission thinks it necessary, publish information regarding the trading conditions in respect of goods of which any of the provisions of this Act are made applicable, including information regarding supply, demand and prices, and to submit to the Central Government periodical reports on the operation of this Act and on the working of Forward Markets relating to such goods.
- (d) To make recommendations generally with a view to improving the reorganisation and working of Forward Markets.
- (e) To undertake the inspection of accounts and other documents of any recognised association, whenever it considers necessary.
- (f) To perform such other duties and exercise such other powers as may be assigned to the Commission by or under this Act, or as may be prescribed.

V. STATUTORY BODIES

Khadi and Village Industries Commission, Bombay

Khadi and Village Industries Commission was established in 1957, under the provisions of the Khadi and Village Industries Act of 1956. The Commission replaced the All-India Khadi and Village Industries Commission Board which was earlier concerned with the development of Khadi industry. The Commission is responsible for preparing and organising programmes for the production and development of Khadi and promoting village industries. These programmes include training of personnel, manufacture and supply of equipment, supply of raw materials, marketing, research and study of economic problems of different village industries. The Commission is also functioning as a clearing house of information. Besides Khadi and Charkha, both traditional and Ambar Charkha, the other village industries and handmade products which fall within the purview of the Commission are:

Hand-made paper, palm gur, village pottery industry, handpounding of cereals and pulses, cottage mating, bee-keeping, village leather industry, gur and khandsari industry, carpentry and blacksmithy.

The Commission's functions relating to organization, coordination and evaluation are administered centrally at its headquarters at Bombay and also through its State Offices in all States except Gujarat, Bihar, Madras and Maharashtra, where the functions have been transferred to the State Khadi and Village Industries Boards set up under the State legislation.

The Commission consists of five members including the Chairman, and it is advised by a Board established under the Act which consists of 50 members at present.

C. DEPARTMENT OF COMPANY AFFAIRS

The functions relating to companies, under the provisions of the Companies Act of 1913, were delegated by the Central Government to the Provincial Governments and were administered by them till 1953. The delegation to the State Governments was withdrawn in October 1953, when the Government of India assumed direct responsibility of the administration of the Companies Act. The subject was assigned to the Company Law and Investment Administration Branches of the Department of Economic Affairs in the Ministry of Finance. A separate Department of Company Law Administration was set up in August 1955 and the Company law and Investment Administration Branches were transferred to the new Department. In September 1956, some of the subjects dealt with by the Department such as 'Control of Capital Issues', 'Stock Exchanges' and 'Finances Corporations' were re-transferred to the Department of Economic Affairs, and the Department of Company Law Administration was made responsible mainly for the administration of the Companies Act of 1956.

The Department of Company Law Administration remained with the Ministry of Finance till 1958, when it was transferred to the Ministry of Commerce and Industry. The Ministry of Finance again took over the subject 'Company Law Administration' in September 1963, and it was assigned to the Department of Revenue, which was consequently designated as the Department of Revenue and Company Law. The subject was, however, put under a separate Department of Company Law and Insurance in November 1964. This arrangement continued only for a short period and the Department of Company Law and Insurance was abolished in January 1966 and the subject 'Company Law Administration' was transferred to the Ministry of law.

In March 1967, the subject 'Company Law Administration' alongwith the subject 'Industries', were placed under the newly created Ministry of Industrial Development and Company Affairs.

II. FUNCTIONS

The Department of Company Affairs is responsible for the following

functions:

- (i) Administration of the Companies Act.
- (ii) Profession of Accountancy (Chartered Accountants Act). Profession of Costs and Works Accountancy and Company Secretaryship.
- (iii) Collection of Statistics relating to Companies.
- (iv) Legislation of the Indian Partnership Act and the exercise of certain functions under Chapter VII of the Act in Union Territories. (The administration of the Act vests in the State Governments).
- (v) Commission of Inquiry.
- (vi) The responsibility of the Centre relating to matters concerning Union Territories in respect of any of the above items.

III. ORGANISATION

The subjects under the Department of Company Affairs are administered through the Board of Company Law Administration, which was set up in February 1964, in terms of Article 10E of the Companies (Amendment) Act of 1963. There are four Regional Directorates functioning under the Department, besides fifteen offices of the Registrars of Companies.

SECRETARIAT

Secretary and Chairman, Company Law Board.	1
Joint Secretary and Member, Company Law Board.	2
Director of Investigation and Inspector, Company Law Board.	1
Deputy Secretary and Secretary, Company Law Board.	3
Director, Research and Statistics.	1
Senior Solicitor.	1
Solicitor	1
Senior Costs Accounts Officer.	1
Senior Accounts Officer.	1
Joint Director, Inspection.	2
Under Secretary.	7
Senior Research Officer.	1
Accounts Officer,	1
Asstt. Costs Accounts Officer.	1
Audit Officer.	1
Inspecting Officer.	1
Asstt. Inspecting Officer.	1
Research Officer.	1
Asstt. Editor.	1

Investigating Officers.	5
Officer on Special Duty.	1
Section Officers.	16

IV. ATTACHED OFFICES

- 1-4. *Offices of the Regional Directors of Company Law Administration, Bombay, Calcutta, Kanpur and Madras:*

The various States and the Union Territories in the country have been grouped into four regions, for the purpose of administration of the Companies Act, as under:

<i>Regions</i>	<i>States and Union Territories</i>	<i>Headquarters</i>
(a) Northern	Jammu & Kashmir, Punjab, Himachal Pradesh, Chandigarh, Delhi, Rajasthan and Uttar Pradesh.	Kanpur
(b) Eastern	Bihar, Orissa, West Bengal, Assam Nagaland, Tripura and Manipur.	Calcutta
(c) Western	Maharashtra, Gujerat and Madhya Pradesh.	Bombay
(d) Southern	Andhra Pradesh, Kerala, Tamil Nadu, and Mysore.	Madras

These Regional Offices co-ordinate, direct and supervise the work of the Registrar of Companies, and serve as a link not only between the Offices of the Registrars and the Central Government, but also between the latter and the State Governments. In addition, the Regional Directors maintain liaison with the Chambers of Commerce and Industry and the investing public and render advisory services to them.

V. SUBORDINATE OFFICES

- 1-16. *Offices of the Registrar of Companies, Ahmedabad, Bangalore, Bombay, Calcutta, Cuttak, Delhi, Ernakulam, Gwalior, Hyderabad, Jaipur, Jullundur, Kanpur, Madras, Patna, Srinagar and Shillong*

The Offices of the Registrar of Companies are responsible for the execution of the duties assigned under the Companies Act. The Registrars also exercise the statutory power conferred on them by the Act under the supervision and guidance of the Board of Company Law Administration.

VI. ADVISORY BODIES

Company Law Board Advisory Committee

The Company Law Board Advisory Committee has been constituted under section 410 of the Companies Act of 1956. The 5 member committee advises the Company Law Board on matters relating to the working of the Companies Act.

STRENGTH OF STAFF

<i>Department of Industrial Development:</i>	
Secretariat	638
Attached & Subordinate Offices	5443
<i>Department of Internal Trade:</i>	
Secretariat	69
Subordinate Offices	165
<i>Department of Company Affairs:</i>	
Secretariat	306
Attached & Subordinate Offices	1065

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The following are some of the important publications issued by the Ministry of Industrial Development, Internal Trade and Company Affairs:

1. *Report of the Managing Agency Enquiry Committee*, 1966
2. *Report of the Monopolies Enquiry Commission*, 1965
3. *Report of the Ad hoc Committee on Automobile Industry*, 1960
4. *Programme of Industrial Development 1951-56, 1956-61 and 1961-66*
5. *Small-Scale Industries; Programme and Progress*, 1959
6. *Report of the Japanese Delegation on Small-Scale Industries*, 1959
7. *Report on the Census of Indian Manufacturers*
8. *Annual Survey of Industries*
9. *Monthly Statistics of Production of Selected Industries in India*
10. *Annual Report of the Ministry of Industrial Development, Internal Trade, and Company Affairs*

MINISTRY OF STEEL AND HEAVY ENGINEERING

STEEL and Heavy Engineering industries were the responsibility of the Department/Ministry of Industry in whatever form it existed till May 1955, when a separate Ministry of Iron and Steel was created. The Ministry, however, started functioning in June 1955, and it was entrusted with the responsibility of planning and execution of two steel plants at Rourkela and Bhilai respectively, and it also took over from the Ministry of Commerce and Industry, the work relating to the creation of the third steel plant at Durgapur. In February 1956, work relating to the Mysore Iron and Steel Works was transferred to this Ministry from the Ministry of Commerce and Industry, which in turn took over the administration of the Nahan Foundries Ltd.

Consequent on the re-organisation of the Ministries of the Government of India in April 1957, when the new Council of Ministers took office, the Ministry of Iron and Steel became the Department of Iron and Steel in the Ministry of Steel, Mines and Fuel. The new Department also took charge of control, import and export of iron and steel from the erstwhile Ministry of Heavy Industries.

In April 1962, when the new Central Cabinet took office after the third General Elections, some of the Ministries of the Government of India were re-organised. The two Departments under the Ministry of Steel, Mines and Fuel were organised into separate Ministries. The Department of Iron and Steel also took over the subject 'heavy industries' from the Ministry of

Commerce and Industry and it was named as the Ministry of Steel and Heavy Industries.

The Ministry of Steel & Heavy Industries was reconstituted into the Ministry of Steel, Mines and Heavy Engineering in November 1963, when it took over all the subjects under the former Ministry of Steel and Heavy Industries, except 'fertilizers', and subjects 'mines' and 'coal' from the Ministry of Mines and Fuel (which was abolished) and 'non-ferrous metals' from the Ministry of Industry.

With the formation of the new Central Council of Ministers in June 1964, the industries under the heavy engineering sector were transferred from the Ministry of Steel, Mines and Heavy Engineering to the Ministry of Industry and Supply and the Ministry was renamed as the Ministry of Steel and Mines. It was organised in two Departments, *viz.*, the Department of Iron and Steel and the Department of Mines and Metals. In January 1966, the two Departments were constituted into two separate Ministries. The two Ministries were again combined in March 1967 to form the Ministry of Steel, Mines and Metals. The Ministry was organised in two Departments as before. In February 1969, the Department of Mines and Metals was made a part of the newly created Ministry of Petroleum, Chemicals, Mines and Metals. The Department of Iron and Steel took over the subject 'heavy engineering' from the Ministry of Industrial Development and Company Affairs and was designated as the Ministry of Steel and Heavy Engineering.

II. FUNCTIONS

1. Steel plants in the public and private sectors, the re-rolling industry and ferro-alloys including all future development.
2. Development of ore mines, coal washeries, etc., for steel plants.
3. Production, distribution, prices, imports and exports of iron and steel and ferro-alloys.
4. Planning, development and control of, and assistance to, all iron and steel industries.
5. The following public sector projects:
 - (i) Heavy Engineering Corporation, Ranchi.
 - (ii) Mining and Allied Machinery Corporation, Durgapur.
 - (iii) Triveni Structurals, Allahabad.
 - (v) Bharat Heavy Plates and Vessels.
 - (iv) Tungabhadra Structurals Limited; and
6. Other Public Sector projects falling under the subjects included in this list, except such projects as are specifically allotted to any other Department.
7. All Attached or Subordinate Offices or other organisations concerned with any of the subjects specified in this list.

III. ORGANISATION

The Ministry of Steel and Heavy Engineering has under it one Attached Office, *viz.*, Office of the Iron & Steel Controller. In addition there are eight public sector undertakings under administrative control of the Ministry.

The Ministry of Steel and Heavy Engineering is in the charge of a Minister of Cabinet rank, who is assisted by a Minister of State and a Deputy Minister.

SECRETARIAT

Secretary	1
Joint Secretary	1
Deputy Secretary	3
Under Secretaries	5
Section Officers	18

The Organisation of the Ministry is indicated in the chart on p. 194.

IV. ATTACHED OFFICE

Office of the Iron and Steel Controller, Calcutta

The Office of the Iron and Steel Controller is responsible for securing proper control over the production, distribution and prices of iron and steel and its scrap and the proper working of the licensing and rating systems introduced under the Iron and Steel (Control of Production and Distribution) Order of 1941, and the Iron and Steel (Scrap Control) Order of 1943. Issue of licenses for commercial imports of iron and steel and for purchases from abroad on government account, issue of licenses for exports of controlled categories of iron and steel, and the disposal of steel declared surplus is also undertaken by this Office.

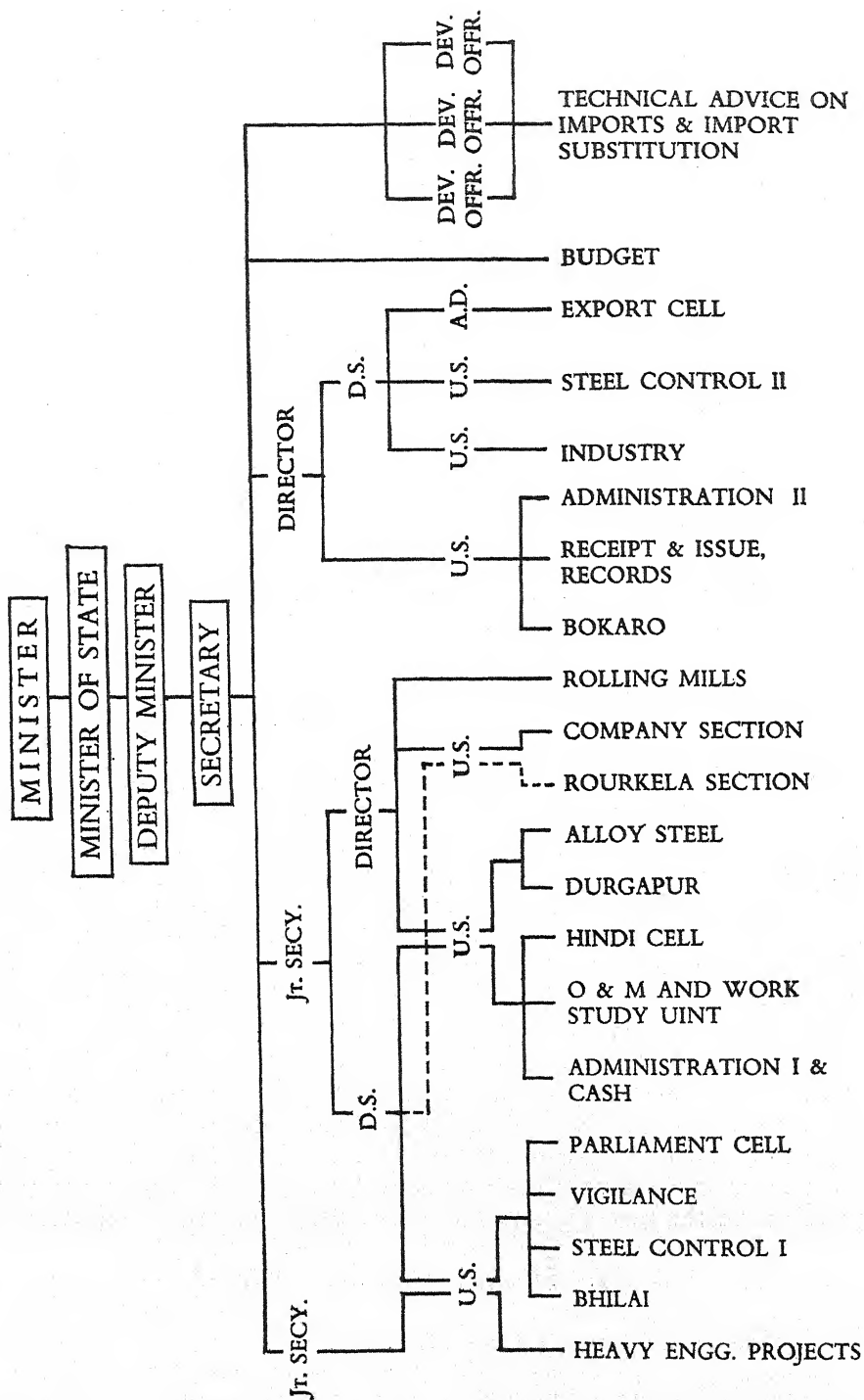
The Office of the Iron and Steel Controller has under it three regional offices located at Bombay, Faridabad and Madras, for assisting it in the discharge of its functions. These Offices issue licenses for the import and export of iron and steel on receipt of applications from various parties in their respective regions. The offices at Bombay and Madras are also responsible for the speedy clearance of iron and steel received at those ports.

V. PUBLIC UNDERTAKINGS

1. *Hindustan Steel (P) Limited, Ranchi*

Hindustan Steel (P) Limited was formed in December 1953 to establish

MINISTRY OF STEEL AND HEAVY ENGINEERING
AS ON 1-6-1969



a steel plant at Rourkela in Orissa State. Later, it was felt that the management of all the three steel plants in the public sector under one company and single board of directors would be advantageous. Accordingly, in April 1957 the Bhilai and Durgapur Steel Projects were also transferred to the management of this Company. The different units presently managed by the Company are—the steel plant, pipe plant and the fertiliser plant at Rourkela; the steel plant and its expansion work at Bhilai, the steel plant, and the alloy steel plant at Durgapur; and the coal washeries at Dugda, Bhojudih and Patherdih.

The authorised capital of the Company which was Rs. 100 crores initially, stood at Rs. 600 crores as on March 31, 1968. Of this, capital of Rs. 552 crores has been subscribed by the Government of India. In addition to holding the shares, the Government of India has advanced till March 31, 1968, a loan of Rs. 531.5 crores to the Company.

The Government of India appoints all the Directors, including the Chairman of the Company. The head office of the Company was in New Delhi till December 24, 1959, when it was shifted to Ranchi. A small liaison office of the Company is maintained in New Delhi.

2. *Bokaro Steel Limited*

The Bokaro Steel Limited was formed in January 1964, for setting up the Bokaro steel plant with the financial aid and technical collaboration of the U.S.S.R. Government. The Company has an authorised capital of Rs. 335 crores, of which the subscribed capital was Rs. 202.99 crores as on March 31, 1969. The Company is managed by a 8 member Board of Directors, including the Chairman and the Managing Director of the Company.

3. *Tungabhadra Steel Products Ltd., Bellary (Mysore)*

The Tungabhadra Steel Products Limited was formed in 1960, as a joint venture of the Governments of Andhra Pradesh and Mysore, each holding 50 percent shares in the paid-up capital of Rs. 50 lakhs. In February 1967, the Government of India invested Rs. 51 lakhs in the equity capital of the Company and thus became majority share holder. The subscribed capital of the Company stands at Rs. 1.01 crores and the authorised capital of the Company is Rs. 2 crores, as on 31st March, 1969.

The Company is engaged in the design and manufacture of hydraulic gates and other structures.

4. *Mining and Allied Machinery Corporation Ltd., Durgapur*

The Mining and Allied Machinery Corporation Limited was formed in April 1965, to take over the coal mining machinery project at Durgapur from the Heavy Engineering Corporation. The Plant, which has been set up with Soviet assistance, manufactures coal mining equipment like conveyors, coal cutters, combines and allied equipment.

The authorised capital of the Company is Rs. 20 crores as on 31st March 1969 and the paid up capital Rs. 19.05 crores. Till that date Government had advanced to the Company a loan of Rs. 33.69 crores.

5. *Heavy Engineering Corporation Ltd., Ranchi (Bihar)*

The Heavy Engineering Corporation Limited was set up in December 1958, for the manufacture of heavy machinery required for various industries, heavy machine tools and castings and forgings. The Corporation comprises of three engineering plants, viz., the heavy machine building plant, heavy machine tools plant and the foundry forge plant. The heavy machine building plant has been set up with Soviet assistance, and the other two plants in collaboration with Czechoslovakia.

The authorised capital of the Corporation is Rs. 100 crores, which was fully subscribed in March 1967. In addition, the Government of India has up to March 31, 1969 advanced a loan of Rs. 112.80 crores to the Corporation.

6. *Triveni Structurals Ltd., Naini, Allahabad*

The Triveni Structurals Limited was incorporated in July 1965, to design and manufacture some of the more complicated and sophisticated steel structures. The Company is a joint enterprise of the Government of India and VOEST of Austria, with the former holding 51 percent of the subscribed capital and the latter 49 percent.

The authorised capital of the Company is Rs. 3 crores and the subscribed capital is Rs. 1.6 crores as on 31st March, 1969. The Company has also been advanced loans totalling Rs. 2.41 crores till that date.

7. *Bharat Heavy Plate and Vessels Limited, Visakhapatnam*

The Bharat Heavy Plate and Vessels Limited was set up in June 1966, to implement the heavy plate and vessels project for the manufacture of equipment required by the fertiliser, petro-chemical and other chemical industries. The plant is being put up with Czechoslovakia's assistance.

The authorised capital of the Company is Rs. 7 crores, which was fully paid up by 31st March, 1969. The loans advanced to the Company up to that date totalled Rs. 39.90 lakhs.

8. *Hindustan Steel Works Construction Limited, Calcutta*

The Hindustan Steel Works Construction Limited was formed in June 1964, to undertake construction of the Bokaro steel plant at the first instance and later the construction of new steel plants and other construction works.

The authorised capital of the Company is Rs. 100 lakhs and the subscribed capital as on March 31, 1969 was Rs. 23 lakhs. Besides the Company has received loans amounting to Rs. 1 crore from the Government of India, of which it has repaid Rs. 25 lakhs till that date.

VI. ADVISORY BODY: IRON & STEEL ADVISORY COUNCIL

The Iron & Steel Advisory Council was set up in 1959, to advise the Government of India on matters of a general character relating to iron and steel, and in particular on problems pertaining to production, distribution, transport, research, import and export of iron and steel. The Council meets at least once a year. The Union Minister of Steel and Heavy Engineering is the Chairman of the Council, and the Iron and Steel Controller its Member-Secretary. Membership of the Council is drawn from various interests representing consumers, producers and traders of iron and steel materials and this includes such associations as the Federation of Indian Chambers of Commerce and Industry, Associated Chambers of Commerce and Industry of India, All India Iron & Steel Merchants' Federation, All India Iron & Steel Stockholders' Federation, Indian Foundry Association, Steel Re-rolling Mills Association of India, Federation of Associations of Small Industries of India, etc. The main producers of iron and steel — Tata Iron and Steel Company, Indian Iron and Steel Company and the Hindustan Steel Limited — are also represented on this Council. The Council has also got a Standing Committee which meets more frequently to discuss the problems faced by the steel trade and industry.

STRENGTH OF STAFF

Secretariat	179
Attached & Subordinate Offices	687

* * * *

Some of the important publications of the Ministry of Steel and Heavy Engineering are as follows:

1. *Annual Report of the Ministry.*
2. *Iron & Steel Control Bulletin (Monthly).*
3. *Statistics for Iron and Steel Industry in India (1964).*
4. *Performance of the Hindustan Steel Ltd. (1968).*
5. *Report of the Committee of Enquiry (Steel Transactions) (1968)*

MINISTRY OF PETROLEUM, CHEMICALS, MINES AND METALS

A NEW Ministry of Petroleum, Chemicals, Mines and Metals was formed in February 1969, when the subjects under the Ministry of Petroleum and Chemicals and those under the Department of Mines and Metals (in the erstwhile Ministry of Steel, Mines and Metals) were placed under one Ministry.

The Ministry of Petroleum, Chemicals, Mines and Metals is in the charge of Cabinet Minister, who is assisted by two Ministers of State.

The Ministry is organised into the following three Departments:

- A. Department of Petroleum;
- B. Department of Chemicals; and
- C. Department of Mines and Metals.

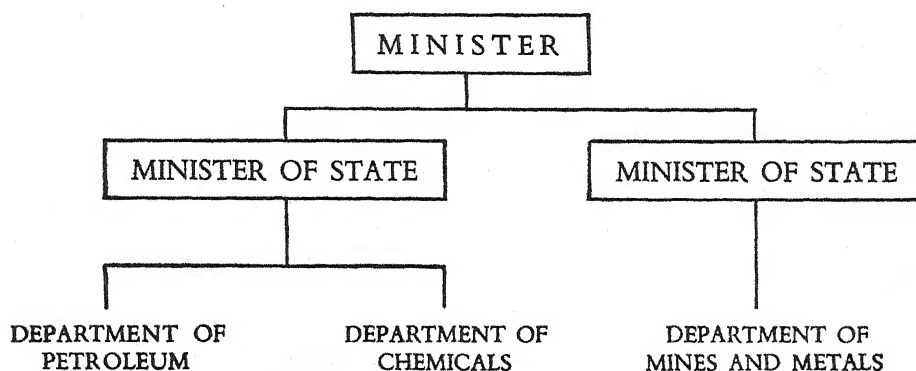
The descriptions of these Departments are given in the following pages.

A. DEPARTMENT OF PETROLEUM

The history of the administration of the subject 'Oil' dates back to the year 1942, when during World War II two organisations were set up to take up functions relating to this subject — one in the Defence Department, and the other in the Directorate General of Supply. The Petroleum Directorate of the Directorate General of Supply was set up in January 1942, to plan the purchase of petroleum and to control its civil consumption. The Petroleum Office in the Defence Department started functioning from

MINISTRY OF PETROLEUM, CHEMICALS,
MINES AND METALS

AS ON 1-1-69



March 1942 and it was made the co-ordinating executive authority on matters affecting all India demands, and distribution of oil. Prior to 1942, there was no organisation in the Government of India dealing exclusively with this subject. Arrangements necessary to meet the requirements of the country were more or less left to the private oil companies, except that the Defence Department, where necessary, had its own supply and storage arrangements.

In February 1947, the two organisations dealing with 'Oil' were amalgamated, to form a Petroleum Division under the Department of Works, Mines and Power. The Division dealt with matters connected with supply, storage, distribution and prices of petroleum products. It also functioned as a co-ordinating executive authority for all users of oil, both civil and military, and advised Government on matters relating to 'Oil'.

In 1952, certain subjects relating to 'Oil' were transferred from the Petroleum Division to other Ministries. The subjects dealing with refineries and synthetic oil plants were entrusted to the Ministry of Production and those relating to oil prospecting, exploration concessions, etc., became the concern of the Ministry of Natural Resources and Scientific Research. Thus, three Ministries were made responsible for different matters relating to 'Oil'.

Till 1956, the work of prospecting and exploration was mainly carried out by private oil companies, to whom licences were granted by the Government. In August 1956, the Oil and Natural Gas Commission was set up under the Ministry of Natural Resources and Scientific Research to undertake exploration, exploitation and refining of oil in the country. With the formation of the new Central Cabinet in April 1957, after the

second General Elections, some of the Ministries of the Government of India were reorganised. Under this reorganisation the Ministries of Natural Resources and Scientific Research, and of Production were abolished and a new Ministry of Steel, Mines and Fuel was set up. The Ministry was organised in two Departments, *viz.*, The Department of Iron and Steel and the Department of Mines and Fuel. All subjects pertaining to oil were assigned to the Department of Mines and Fuel under the new Ministry. The separate Division of Petroleum was made a part of the secretariat of the Department of Mines and Fuel in September 1957.

In 1962, on the formation of the new Central Cabinet after the third General Elections, some of the Ministries were reorganised. Under the reorganisation, the Ministry of Steel, Mines and Fuel was abolished and the Department of Mines and Fuel was organised as a separate Ministry. The Ministry of Mines and Fuel, however, existed only for a short period and in November 1963, the new Ministry of Petroleum and Chemicals was formed and it took over the subject 'Oil' from the erstwhile Ministry of Mines and Fuel. The Ministry of Petroleum and Chemicals was organised in two Departments, *viz.*, Department of Petroleum and Department of Chemicals.

In February 1969, the Department of Petroleum and Chemicals were placed alongwith the Department of Mines and Metals under the newly created Ministry of Petroleum, Chemicals, Mines and Metals.

II. FUNCTIONS

The Department of Petroleum is responsible for the following functions:

1. Production, supply, distribution and prices of Petroleum and petroleum products.
2. Exploration for and exploitation of oil resources in India including the setting up of participatory projects, *e.g.*, Indo-Stanvac Petroleum Project, Oil India Ltd., etc.
3. Setting up of oil refineries.
4. Production of refinery products by:
 - (i) Esso Standard Refining Company of India, Bombay
 - (ii) Burmah-Shell Refinery, Bombay
 - (iii) Caltex Refinery, Visakhapatnam; and
 - (iv) Assam Oil Company Limited, Digboi.
5. Setting up of lubricating oil plants.
6. Administration of the Petroleum Act, 1934, and the Rules made thereunder.
7. Setting up of a distribution organisation for the sale of petroleum and petroleum products.
8. Planning, development and control of and assistance to all indus-

tries dealt with by the Department.

9. All attached or subordinate offices or other organisations concerned with any of the subjects specified in this list.
10. Public sector projects falling under the subjects included in this list except such projects as are specifically allotted to any other Department.

III. ORGANISATION

The Department of Petroleum has one statutory Commission, *viz.*, the Oil and Natural Gas Commission and six public undertakings under its administrative control. The Department has no Attached and Subordinate Offices under it.

The secretariat of the Department of Petroleum is headed by a Secretary, who is also the Secretary of the Department of Chemicals. The other staff of the Department consists of:

Joint Secretary	1
Chief of Exploration, Planning and Development	1
Chief of Refineries Planning and Development	1
Deputy Secretary	3
Under Secretary	5
Deputy Petroleum Officer	1
Chief of Economics and Statistical Division	1
Statistician-cum-Economist	1
Research Officer	1
Librarian	1
Section Officer	7

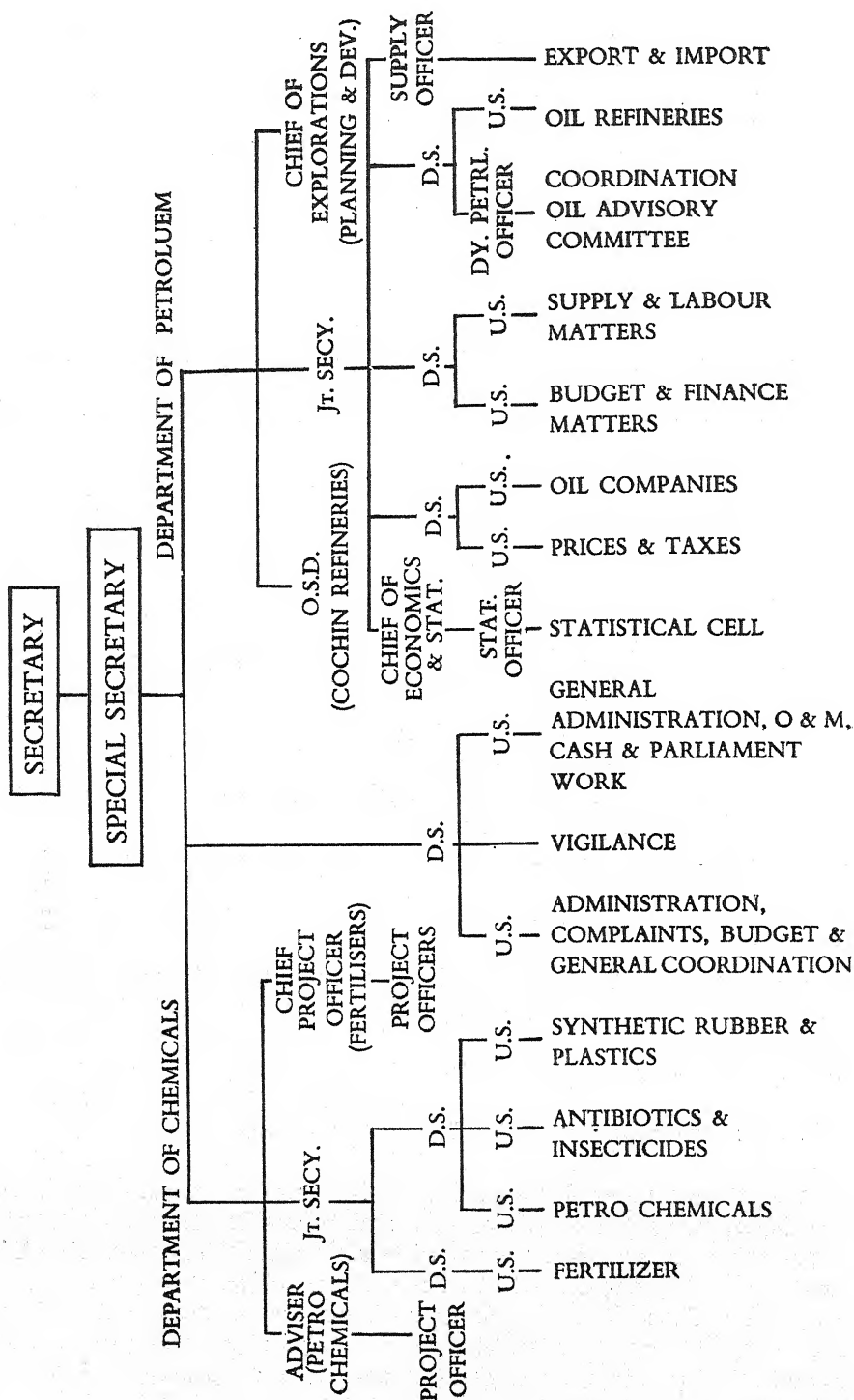
The detailed organisation of the Departments of Petroleum and Chemicals is indicated in the chart on p. 202.

IV. STATUTORY COMMISSION

Oil and Natural Gas Commission, Dehra Dun

A separate Oil and Natural Gas Division was set up in October 1955 in the Ministry of Natural Resources and Scientific Research to undertake exploration, exploitation and refining of oil in the country. The Division was later redesignated as the Oil and Natural Gas Directorate. In August 1956, the Oil and Natural Gas Commission was set up and the Directorate was merged therein. The Commission was converted into a statutory organisation in 1959, when the Oil and Natural Gas Commission Act of 1959 came into force.

DEPARTMENTS OF PETROLEUM AND CHEMICALS



The functions of the Commission are generally to plan, promote, organise and implement programmes for the development of petroleum resources and the production and sale of petroleum and petroleum products produced by it and to perform such functions as the Central Government may, from time to time, assign to the Commission.

In particular the Commission may take such steps as it thinks fit:

- (a) for the carrying out of geological and geophysical surveys for exploration of petroleum;
- (b) for the carrying out of drilling and other prospecting operations to prove and estimate the reserves of petroleum;
- (c) to undertake, encourage and promote such other activities as may lead to the establishment of such reserves;
- (d) to undertake, assist or encourage and promote the production of petroleum from such reserves and its refining;
- (e) for the transport and disposal of natural gas and refinery gases produced by the Commission;
(Provided that no industry, which will use any of these gases as a raw material, shall be set up by the Commission without the previous approval of the Central Government)
- (f) to undertake, encourage and promote geological, chemical and other scientific investigations whether in or outside the laboratory; and
- (g) to undertake, assist or encourage the collection, maintenance and publication of statistics, bulletins and monographs;

A Research and Training Institute was established under the Commission in November 1963 with the assistance of the United Nations Development fund. The Institute carries out research on various problems connected with petroleum exploration, development and production and conducts training courses for personnel working in the Commission.

The Commission consists of a Chairman and six members, assisted by other technical and administrative staff. One of the members is incharge of finance and accounts.

V. PUBLIC UNDERTAKINGS

1. *Indian Oil Corporation Limited, Bombay*

The Indian Oil Corporation was set up in September 1964 by the merger of the Indian Refineries Limited and the Indian Oil Company Limited. This was done with a view to securing effective coordination and control between refining and marketing activities of the two Companies.

The Indian Oil Corporation is organised in two Divisions, *viz.*, Refineries Division and the Marketing Division. In addition, the Corporation has

interest in the Indian Oil Blending Limited set up in collaboration with an American Company on equal partnership basis for blending industrial and automobile lubricants. The Refineries Division of the Corporation is entrusted with three Oil refineries at Gauhati (Assam), Barauni (Bihar) and Jawahar Nagar (Gujarat). The Corporation has three pipelines in use at present, viz., the Gauhati-Siliguri Product Pipeline, Haldia-Barauni-Kanpur Pipeline and the Koyali-Ahmedabad Pipeline. The Marketing Division of the Corporation undertakes business of marketing and distribution of petroleum products of all public sector refineries in India.

The Board of Directors of the Company consists of 15 members, both official and non-official. The authorised capital of the Corporation is Rs. 85 crores and the paid up capital Rs. 71.18 crores, as on March 31, 1968. In addition, the Corporation has taken from the Government of India a loan of Rs. 73.31 crores as also foreign credit of Rs. 11.26 crores till that date.

2. *Cochin Refineries Limited, Ernakulam (Kerala)*

The Cochin Refineries Ltd. was established in September 1963, to construct a petroleum refinery near Cochin. A foreign private oil company, the local State Government and the Indian public are collaborating in this project. The refinery is in production since September 1966.

The authorised capital of the company is Rs. 15 crores and the subscribed capital Rs. 7 crores, as on March 31, 1968. The Government of India owns 52.8 per cent of the subscribed capital.

3. *Madras Refineries Limited, Madras*

The Madras Refineries Limited was established in December 1965, to establish an oil refinery near Manali in Tamil Nadu State. The refinery started operations in June 1969.

The authorised capital of the Company is Rs. 13.5 crores and the subscribed capital Rs. 12.87 crores, as on March 31, 1968. The Government of India owns 74 per cent of the subscribed capital and the rest is owned by the two foreign collaborators.

The Company is managed by a Board of Directors, consisting of 13 members including a Chairman, a Managing Director and a Financial Director.

4. *Oil India Limited, Duliajan (Assam)*

The Oil India Limited was formed in February 1959, for exploration and production of crude oil (including natural gas) in north eastern Assam in collaboration with Burmah Oil Company limited.

The authorised capital of the Company is Rs. 50 crores and the sub-

scribed capital Rs. 28 crores, as on March 31, 1968. It is equally owned by the Government of India and the Burmah Oil Company Limited.

5. *Lube India Limited, Bombay*

The Lube India Limited was set up in April 1966, under an agreement between the Government of India and an American Company for the establishment of a lubricating oil plant at Bombay.

The issued and subscribed capital of the Company is Rs. 4.80 crores, which is held equally by the Government of India and Esso Standard Eastern Inc., U.S.A.

6. *Engineers (India) Limited, New Delhi*

The Engineers India Limited was established in March 1965, in collaboration with an American company to provide engineering, technical and consultancy services for designing and construction of refineries and other chemical units in the country. The collaborative agreement with the American Company was, however, terminated in June 1967, and the Company has now become fully Government owned. The Company also helps in training Indian engineers in the design and construction of refineries and other chemical plants.

The authorised capital of the Company is Rs. 2 crores and the subscribed capital Rs. 25 lakhs, as on March 31, 1968.

VI. ADVISORY BODIES: OIL ADVISORY COMMITTEE

The Oil Advisory Committee advises the Department of Petroleum on problems concerning demand, supply, distribution and consumption of petroleum products in the country. The Committee consists of 29 members representing both Government and the oil trade. The Minister of Petroleum, Chemicals, Mines and Metals is the chairman of the Committee.

B. DEPARTMENT OF CHEMICALS

The industries under the group 'Chemicals Industries' include acids, fertilizers, drugs and pharmaceuticals, alkalies, dyestuffs, explosives, etc. These industries were the responsibility of the Department/Ministry of Industry under whatever name it existed from time to time till April 1962, when, with the formation of the Ministry of Steel and Heavy Industries, the subject 'fertilizers' was taken over by the new Ministry. The Ministry of Commerce and Industry, and later, on its bifurcation in July 1963, the Ministry of Industry retained the remaining subjects. These subjects were again brought together under the Department of Chemicals

in the newly created Ministry of Petroleum and Chemicals in November 1963. The Department of Chemicals was made a part of the Ministry of Petroleum, Chemicals, Mines and Metals in February 1969.

II. FUNCTIONS

1. Fertilizers.
2. Petro-Chemicals.
3. Industries relating to the production of Non-Cellulosic Synthetic Fibres (Nylon, Terylene, Polyester, Acrylic, etc.)
4. Synthetic Rubber.
5. Drugs and other fine chemicals.
6. Plastic, including the industry of fabrication of plastics.
7. Dyestuffs.
8. Caustic Soda and Soda Ash.
9. Chlorine.
10. Sulphuric Acid.
11. Soap and Detergents.
12. Insecticides.
13. Antibiotics.
14. Power Alcohol.
15. Planning, development and control of, and assistance to all industries dealt with by the Department.
16. All Attached or Subordinate Offices or other organisations concerned with any of the subjects specified in this list.
17. Public Sector Projects falling under the subjects included in this list except such projects as are specifically allotted to any other Department.

III. ORGANISATION

The Department of Chemicals has no Attached or Subordinate Office under it. There are, however, nine public undertakings under its administrative control.

The secretariat of the Department of Chemicals is headed by a Secretary who is also the Secretary of the Department of Petroleum. The other staff of the Department consists of:

Joint Secretary	1
Adviser	1
Chief Project Officer	1
Project Officer	3
Deputy Secretary	2
Under Secretary	4
Section Officer	7

IV. PUBLIC UNDERTAKINGS

1. *Fertilizer Corporation of India Limited, New Delhi*

The Fertilizer Corporation of India Limited was formed on January 1, 1961, with the amalgamation of Sindri Fertilizers and Chemicals Limited and the Hindustan Chemicals and Fertilizers Limited. The integration of fertilizer projects under the overall administrative control of a single corporation was effected with a view to securing co-ordination in policy and ensuring efficient and economic expansion and working of fertilizer factories in the private sector.

At present, the constituent units of the Corporation are the five fertilizer factories under operation at Sindri, Trombay, Gorakhpur, Nangal and Namrup (Assam) and three factories under development at Durgapur, Barauni, and Namrup Expansion. The Corporation manufactures chemical fertilizers, heavy chemicals, heavy water, coke and their by-products, and also takes up construction of fertilizers factories.

The Corporation has an authorised capital of Rs. 75 crores, and a subscribed and paid-up capital of Rs. 57.90 crores, as on March 31, 1968. In addition, the Corporation has obtained till that date loans amounting to Rs. 48.74 crores and Rs. 17.97 crores from the Government of India and the U.S. Agency for International Development, respectively. The Corporation is managed by a Board of Directors consisting of 10 Directors, including the Chairman and the Managing Director.

2. *Hindustan Antibiotics Ltd., Pimpri (Poona)*

The Government of India established in 1951, a factory for the manufacture of penicillin with the monetary and technical assistance from the World Health Organisation and the United Nations International Children's Emergency Fund. The factory was run as a departmental unit till June 1954, when its management was transferred to a Government Company, viz., The Hindustan Antibiotics (Private) Limited. The factory went into production in 1955. It is presently engaged in the manufacture of penicillin, streptomycin and other antibiotics.

The authorised capital of the Company is Rs. 4 crores and the subscribed capital Rs. 2.47 crores, as on March 31, 1968. The Company is managed by a Board of twelve Directors, including a Chairman and a full time Managing Director.

3. *Hindustan Insecticides Limited, New Delhi*

The Hindustan Insecticides Limited, was formed in March 1954, to run the D.D.T. manufacturing units located at Delhi and Alwaye (Kerala). The

Company also carries out research and development with regard to recovery of by-products, utilisation of raw material and substitution of imported material with indigenous material.

The authorised capital of the Company is Rs. 1.3 crores and the subscribed capital Rs. 1.25 crores, as on March 31, 1968. The affairs of the Company are managed by a Board of twelve Directors, including a Chairman and a full-time Managing Director.

4. *Indian Drugs and Pharmaceuticals Ltd., New Delhi*

The Indian Drugs and Pharmaceuticals Limited was formed in April 1961 for setting up the following three projects with the technical and financial assistance from U.S.S.R.:

- I. Antibiotics plant at Rishikesh.
- II. Synthetic drugs plant at Hyderabad.
- III. Surgical instrument plant at Madras.

The plant at Madras was commissioned in 1965 and the other two plants started production in 1967 and 1968.

The authorised capital of the Company is Rs. 25.00 crores and the paid-up capital Rs. 21.50 crores as on March 31, 1968. In addition, the Government of India has advanced a loan of Rs. 24.78 crores to the Company. The Company is managed by Board of Directors consisting of 11 members including the Chairman (who is also the Managing Director).

5. *Hindustan Organic Chemicals Limited, Rasayani, Kolaba Distt. (Maharashtra)*

The Hindustan Organic Chemicals Ltd. was formed in December 1960, for manufacture of various organic chemicals and intermediates required for the dyestuff, drug and plastic industries on the basis of an agreement entered into by the Government of India with a consortium of West German firms. The agreement with the German firms was, however, terminated by mutual consent in April 1964.

The authorised capital of the Company is Rs. 12 crores, of which a capital of Rs. 2.69 has been subscribed till March 31, 1968. The affairs of the Company are managed by a Board of Directors appointed by the Government of India.

6. *Madras Fertilizers Limited, Madras*

The Madras Fertilizers Limited was formed in December 1966, to establish a fertilizer plant at Madras in collaboration with an American firm.

The initial authorised and subscribed capital of the Company was Rs. 8.65 crores, which was shared by the Government of India (51 per cent)

and the American firm (49 per cent). The authorised capital was raised to Rs. 14 crores in 1968. The affairs of the Company are managed by a Board of Directors, consisting of a Chairman, a Managing Director and 7 Directors representing the Government of India and the American Company.

7. *Fertilizers and Chemicals Travancore Ltd., Udyogmandal (Kerala)*

The Fertilizers and Chemicals Travancore Ltd. was formed in 1943 but the Government of India became the major shareholder of the Company only in 1963. The Company is engaged in the production of various fertilizers and chemicals. The third stage expansion scheme of the plant went into regular production in October 1966. The fourth stage expansion scheme is under construction. The Company has also been entrusted with the execution of the Cochin Fertilizer Project, which is under construction.

The authorised capital of the Company is Rs. 50 crores and the subscribed capital Rs. 7.46 crores, as on March 31, 1968. The Government of India hold 33.60 per cent of the subscribed capital.

8. *Lubrizol India Limited, Bombay.*

The Lubrizol India Limited was formed in December 1965 for establishing a plant to manufacture various chemical additives. These additives will be of use in the manufacture of lubricating oils and other related products. An American firm is collaborating in the project.

The authorised capital of the Company is Rs. 75 lakhs and the subscribed capital Rs. 25 lakhs, as on March 31, 1968. The Government of India holds 51 per cent shares in the subscribed capital.

C. DEPARTMENT OF MINES AND METALS

The subject 'Collieries' was the responsibility of the Public Works Department till it was transferred to the Department of Commerce and Industry, which was set up in 1905. With the progressive increase in the work of the Department it was bifurcated into the Department of Industries and the Department of Commerce in 1921. The former retained the functions relating to collieries. In 1923, as a result of the recommendations made by the Inchcape Committee on the allocation and distribution of work in the Secretariat Departments, the Departments of Industries and Public Works were amalgamated to form the Department of Industries and Labour. This arrangement continued till 1937, when the Department of Industries and Labour was bifurcated into two separate Departments, viz., the Department of Communications and the Department of Labour. The latter Department was made responsible for the subject 'Collieries'. Gradually, the activities of the Department of Labour became so heavy

that it was bifurcated in April 1946 into two Departments, *viz.*, the Department of Works, Mines and Power and the Department of Labour. The former Department, which dealt with the subject 'Mines', was designated as the Ministry of Works, Mines and Power in August 1947.

In January 1951, the subject 'Mines' was transferred from the Ministry of Works, Mines and Power to the newly created Ministry of Natural Resources and Scientific Research. In April 1957, as a result of the reorganisation of certain Ministries in the Government of India, the Ministry of Natural Resources and Scientific Research was abolished and the subjects 'Mines' and 'Geology' were made the responsibility of the newly created Ministry of Steel, Mines and Fuel. The Ministry was organised in two Departments, *viz.*, the Department of Mines and Fuel and the Department of Iron and Steel.

In April 1962, the Department of Mines and Fuel was given the status of a Ministry. The Ministry was, however, abolished in November 1963, and the subjects 'Mines', and 'Metals' was placed under the Department of Mines and Metals in the newly created Ministry of Steel, Mines and Heavy Engineering. As a result of reorganisation of the Ministries in January 1966, the Department of Mines and Metals was made the Ministry of Mines and Metals. In March 1967, the Ministry of Mines and Metals and the Ministry of Iron and Steel were merged into a single Ministry of Steel, Mines and Metals, which was organised into two Departments, *viz.*, the Department of Mines and Metals and the Department of Iron and Steel. The Department of Mines and Metals was placed under the newly created Ministry of Petroleum, Chemicals, Mines and Metals in February 1969.

II. FUNCTIONS

The Department of Mines and Metals is responsible for the following functions:

1. Production, supply, distribution and prices of coal and coke.
2. Exploration of lignite deposits in India.
3. Setting up of synthetic oil plant based on coal and low temperature carbonization plants for the production of smokeless domestic coal.
4. Administration of the Coal Mines (Conservation and Safety) Act, 1952.
5. Administration of the Coal Grading Board Act, 1955.
6. Administration of Coal Bearing Areas (Acquisition and Development) Act, 1957.
7. Regulation of mines and minerals development under the Mines and Minerals (Regulation and Development) Act, 1957 and other union laws including questions concerning various states and incidental business in respect of these.

8. All metals (other than those dealt with in the Department of Iron and Steel) such as Aluminium. Zinc, Copper and all minerals not covered by entries 1 to 7 above.
9. Planning, development and control of and assistance to all industries dealt with by the Department.
10. Geological Survey of India.
11. Indian Bureau of Mines.
12. All other Attached or Subordinate Offices or other organisations concerned with any of the subjects specified in this list.
13. Public sector projects falling under the subjects included in this list except such projects as are specifically allotted to any other Department or Ministry.

III. ORGANISATION

The Department of Mines and Metals consists of Secretariat and five Subordinate Offices. There is no Attached Office under this Department. Besides, the Department has under its administrative control one statutory board and four public undertakings.

SECRETARIAT

Secretary	1
Joint Secretaries	2
Deputy Secretaries	5
Under Secretaries	5
Section Officers	18

Besides the Division responsible for the house-keeping functions, the Department is organised into the following two Divisions:

- (i) Coal and Lignite Division
- (ii) Mines Division.

The detailed organisation of the Department of Mines and Metals is given in the chart on p. 212.

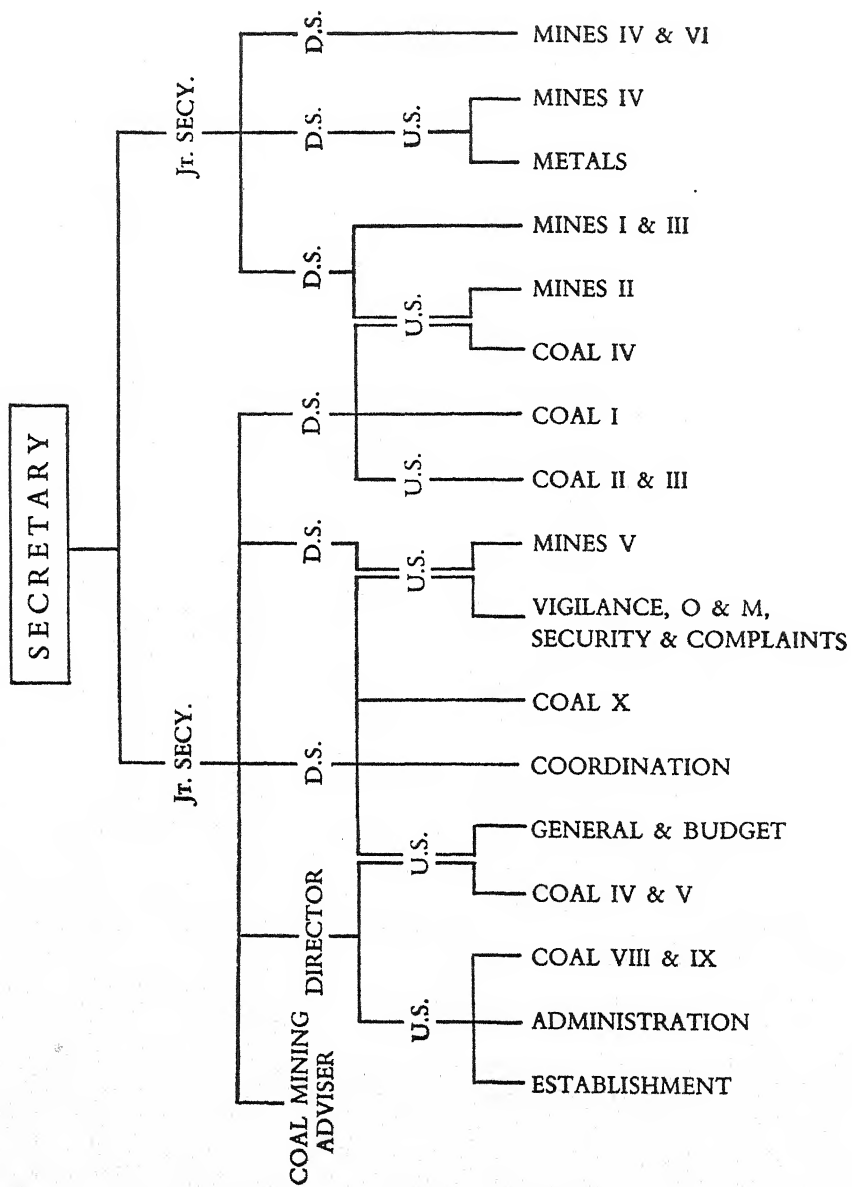
IV. SUBORDINATE OFFICES

1. *Geological Survey of India, Calcutta*

The Geological Survey of India established in 1851, is one of the oldest scientific departments of the Government of India. The first geological map on the scale one inch to one mile, that of Raniganj coalfield, was published by the Geological Survey, after a detailed survey during 1858-60. The Memoir on the Raniganj Coal field issued in 1869, contained for the first time,

DEPARTMENT OF MINES AND METALS

AS ON 1-1-1968



data regarding the mineral statistics of India. Eventually, this led to the issue of regular annual reviews of mineral statistics of India, and quinquennial reviews by the Geological Survey, a function which has now been transferred to the Indian Bureau of Mines. Since 1892, the Survey has also been imparting education in geology.

After Independence, the Government of India devoted considerable attention to the development of natural resources of the country, and as such the scope of the activities of the Geological Survey was greatly enlarged. The major functions of the Survey presently are:

- (a) Preparation of Geological maps.
- (b) Economic Geology—Exploration of mineral deposits by detailed geological studies.
- (c) Engineering Geology—Study of dam-sites, bridges, tunnels, etc., with special reference to the nature and stability of the foundations & related engineering problems.
- (d) Ground-water—Systematic study of the ground-water geology on local and regional scale for locating water supply points for domestic, agricultural and industrial purposes.
- (e) Geophysical Prospecting—Geophysical studies by various methods for exploration of mineral deposits.
- (f) Petrology, Mineralogy, Palaeontology—Studies on rocks, minerals and messorises employing modern techniques.
- (g) Seismology—Study of effects of earthquake with a view to determining the nature and origin of the same.
- (h) Training of Geologists.

In addition, the Geological Survey of India renders help and geological advice to Government and semi-Government organisations and the States in connection with the various projects undertaken by them in the Five Year Plans.

The Survey is headed by a Director, with his headquarters at Calcutta, where some major branches are located, *viz.*, Petrological, Palaeontological and Chemical Laboratories, Geophysical Section, Engineering Geology and Ground Water Section. For purposes of field work, the entire survey region is divided into eight circles, each under the charge of a Superintending Geologist.

2. *Indian Bureau of Mines, Dhanbad*

The Indian Bureau of Mines was set up in March 1948, in pursuance of the decision arrived at the Mineral Policy Conference held in January 1947. The main functions of the Indian Bureau of Mines are as follows:

- (i) Advising the Central and the State Governments on all matters

relating to the grant of mineral concessions, and also on the exploration, exploitation and utilisation of the country's mineral resources.

- (ii) Periodic inspection of mines, for effecting the systematic development of mineral deposits, the elimination of avoidable waste, and the promotion of improved methods of mining.
- (iii) Conducting drilling and other prospecting operations, to probe and estimate the workable reserves in mineral deposits and to conduct test-mining independently or in conjunction with other Government or private organisations.
- (iv) Conducting research on the benefaction of low grade ores and the industrial utilisation of minerals and mineral products, as well as on mining problems in collaboration with other research organisations.
- (v) Conducting analysis of ores and minerals in connection with the work of the Bureau, and also for the public, as far as time and circumstances permit.
- (vi) Collection and publication of statistics relating to mineral production in India, mineral stocks, exports, local consumption, etc., and collection and maintenance of information regarding mineral production, world mineral trade, foreign mining rules, and other related matters.
- (vii) Publication of bulletins and monographs on investigations relating to mining and the mineral industry.
- (viii) Assisting the mineral trade in the marketing of minerals.
- (ix) Undertaking any other functions entrusted to the Bureau by the Central Government from time to time.

The Bureau is headed by a Director.

3. *Office of the Coal Controller, Calcutta*

Control over production, distribution and price of coal was first introduced by the Government of India in June 1944, under the Colliery Control Order, issued under the Defence of India Act and later continued under the Essential Commodities Act of 1955. An organisation under the Coal Commissioner was set up to discharge these functions. It also took over the management of the State Collieries.

In February 1956, the Coal Commissioner's Organisation was bifurcated into the Office of the Coal Production and Development Commissioner, and the Office of the Coal Controller. The Coal Controller's Office was made responsible for regulating the production and distribution of coal and fixation of its price under the Colliery Control Order. The Office also deals with the production plans in the private sector.

The Office is headed by the Coal Controller.

4. *Office of the Controller of Mining Leases, Nagpur*

The Office of the Controller of Mining Leases is responsible for work relating to reviewing and reviving of the mining leases. It is headed by the Controller of Mining Leases.

5. *Airborne Mineral Surveys and Exploration Department, New Delhi*

The Airborne Mineral Surveys and Exploration Department undertakes airborne geophysical surveys to localise promising base-metal bearing zones and isolating areas with no mineralogical interest.

V. STATUTORY BOARD

Coal Board, Calcutta

The Coal Board is a statutory body, set up under the Coal Mines (Conservation and Safety) Act of 1952. It is responsible for dealing with problems relating to safety in mines and conservation of metallurgical coal. The Coal Controller acts as the Chairman of the Coal Board, and all the members of the Board are government nominees. There are two coal-field offices under the Board—one at Dhanbad, and the other at Asansol. The expenditure of the Board is financed by an excise duty on coal and coke.

VI. PUBLIC UNDERTAKINGS

1. *National Coal Development Corporation Ltd., Ranchi*

The functions of the Coal Commissioner's Organisation, relating to the production of coal and control over the coal industry involving the exercise of powers under the Colliery Control Order, were bifurcated in February 1956. The administrative control of the existing State Collieries, and of those proposed to be established in future, was entrusted to a separate authority, called the Coal Production and Development Commission. The powers of control under the Colliery Control Order were entrusted to the Coal Controller. Subsequently, it was decided that the most suitable pattern of administration for the new set-up, dealing with production in the public sector, would be in the form of a Government company. Accordingly, the National Coal Development Corporation was formed in September 1956. It has an authorised share capital of Rs. 1000 crores and a paid-up share capital of Rs. 84.82 crores, as on March 31, 1968. The Board of Directors of the Company comprises a Chairman and seven Directors. The day-to-

day administration of the Corporation is looked after by a full-time Managing Director.

2. *Neyveli Lignite Corporation Limited, Madras*

The Neyveli Lignite Corporation was formed in November 1956, to take up the management of the Neyveli Lignite Project. The authorised capital of the Corporation which is Rs. 80 crores, had been fully subscribed by the Government by March 1963.

The Secretary to the Government of India in the Department of Mines and Metals acts as the Chairman of the Board of Directors of the Company. The day-to-day administration of the Corporation is looked after by a Managing Director.

3. *Manganese Ore (India) Limited, Nagpur*

The Manganese Ore (India) Limited, was registered in June 1962, as a joint venture, with an object to exploit manganese resources, following an agreement between the Government of India and the Central Provinces Manganese Ore Co. Limited. In return of all the fixed assets and the stores taken over by the new Company, the Central Provinces Manganese Ore Company received shares amounting to 49 per cent of the total initial subscription of the new Company. The balance of 51 per cent was subscribed, in cash, by the Central Government and the State Governments of Maharashtra and Madhya Pradesh in equal proportion.

The authorised capital of the Company is Rs. 6 crores and the paid up capital as on March 31, 1967 was Rs. 2.15 crores, held by the Central Government, Governments of Maharashtra and Madhya Pradesh.

4. *Hindustan Zinc Limited, Udaipur*

The Hindustan Zinc Limited was formed in January 1966, to secure full development of the potential of Zewar zinc mines in Udaipur (Rajasthan) and to complete the unfinished work on the zinc smelter. This work was earlier undertaken by a private undertaking.

The authorised capital of the Company is Rs. 10 crores, and the paid up capital is Rs. 6.05 crores as on 31st March, 1968.

5. *Hindustan Copper Limited, Khetri (Rajasthan)*

The Hindustan Copper Limited was formed in September 1967, with an authorised capital of Rs. 50 crores, to construct and manage the copper projects at Khetri. The project is still in the construction stage and is expected to be completed soon.

6. *Sikkim Mining Corporation*

The Sikkim Mining Corporation was established in February 1960, by a proclamation of the Sikkim Darbar. The Corporation is a joint undertaking of the Government of India and the Sikkim Darbar with an authorised capital of Rs. 1 crore. The subscribed capital as on March, 31, 1968 was Rs. 50.6 lakhs, of which the Government of India hold 49% of the equity capital. The Government of India has also advanced a loan of Rs. 13.8 lakhs to the Corporation till that date. The Corporation is engaged in the development and exploitation of the lead-zinc-copper deposits at Bhotang for production of 100 tonnes of ore per day, to be processed into concentrates of copper, lead and zinc.

7. *National Mineral Development Corporation Limited, New Delhi*

The National Mineral Development Corporation Limited was set up in November 1958, to undertake the exploitation of minerals in the public sector, excluding oil, natural gas and coal. The Corporation is presently entrusted with the execution of Kiriburu Iron Ore Project, Bailadila Iron Ore Project and the Panna Diamond Mining Project.

The authorised and subscribed capital of the Corporation was Rs. 30 crores and Rs. 24.00 crores respectively, as on March 31, 1968. The Board of Management of the Corporation consists of 12 Directors, including the Chairman and the Managing Director.

8. *Bharat Aluminium Corporation Limited, New Delhi*

The Bharat Aluminium Corporation was formed in November 1965, for setting up of two aluminium projects, one at Koyna and the other at Korba.

The authorised capital of the Company is Rs. 10 crores and the subscribed capital stood at Rs. 1.36 crores, as on March 31, 1968.

VII. ADVISORY BODIES

1. *Coal Council of India*

The Coal Council of India was set up in 1956, to undertake reviews and studies for planning the development, utilisation and conservation of coal resources of the country.

The Minister of Petroleum, Chemicals, Mines and Metals is the Chairman of the Council, which includes representatives of the Ministries of Steel and Heavy Engineering and Irrigation and Power, the Railway Board, the Department of Mines and Metals, Council of Scientific and Industrial

Research, the Coal Controller, and of the coal trade as members. The following committees are working under the Council:

(a) *Committee on Requirements and Utilisation*

This Committee is responsible for undertaking the study of the existing pattern of utilisation of energy and fuel in India, including the nature of equipment used and the mode of transport employed, the recovery of by-products, and the comparative costs of the various forms of utilisation *vis-a-vis* the position obtaining in other countries.

(b) *Committee on Production and Preparation*

The Committee on Production and Preparation is responsible for studying the existing mining methods and the technique of coal production adopted by the coal mining industry and the technical changes necessary in order to bring the industry to a state of full technical efficiency.

(c) *Committee on Assessment of Resources*

This Committee is responsible for reviewing the methods of determination of reserves of coal in working collieries and virgin seams and drawing up a standard procedure for the estimation of the actual and potential reserves of coal.

2. *Mineral Advisory Board*

The Mineral Advisory Board is responsible for the following functions:

- (i) To review the production, internal distribution and consumption of minerals.
- (ii) To review export of minerals from India and advise the Government on fixing quotas.
- (iii) To advise on import of minerals and mineral products.
- (iv) To advise the Government of India on the programme of field investigations.
- (v) To advise Government on export and import tariffs on minerals.
- (vi) To advise on the research programme of the Geological Survey of India and the Indian Bureau of Mines.
- (vii) To advise on questions of directional exports of India's minerals and the order of preference of countries to which such minerals are to be exported.
- (viii) To advise on measures for increasing internal manufacture and utilisation of minerals mined in India.

The Minister of Petroleum, Chemicals, Mines and Metals is the Chairman of this Board, which includes representatives of the Department of

Mines and Metals, the Geological Survey of India, the Indian Bureau of Mines, the various concerned Central Ministries, the Indian Mining Association, the Indian Mining Federation, the Madhya Pradesh Mining Association, the Rajasthan Industries and Mining Association; the Madras Mica Association, the Mining, Geological and Metallurgical Institute of India as members.

3. *Coal Advisory Committee*

The Coal Advisory Committee advises on matters pertaining to coal control. The Coal Controller is the Chairman of the Committee, which includes representatives of the Ministries of Finance and Railways, Central Fuel Research Institute and other concerned Government and non-Government organisations.

STRENGTH OF STAFF

Departments of Petroleum and Chemicals		
Secretariat	:	318
Department of Mines and Metals		
Secretariat	:	242
Subordinate Offices	:	8975

* * * *

Some of the important publications of the Ministry of Petroleum, Chemicals, Mines and Metals are as follows:

- (1) *Report of the Retail Outlets Committee.*
- (2) *Report of the working group on Oil prices.*
- (3) *Report of the Fertilizer Study Team.*
- (4) *Mineral Statistics of India (Annual) .*
- (5) *Annual Report of Department of Petroleum and Chemicals.*
- (6) *Annual Report of the Department of Mines and Metals.*

MINISTRY OF RAILWAYS (Railway Board)

THE RAILWAY BOARD was set up in February 1905 by a Resolution of the Government India, to take up the administration of railways in the country. It was later given statutory powers under the Indian Railway Board Act of 1905, read in conjunction with the Indian Railway Act of 1890. The establishment of the Railway Board followed the recommendation of the Special Commissioner for Indian Railways, who was appointed in 1901, to enquire into and report on the administration and the working of Indian railways. At this time, most of the railways were owned and managed by British Companies. The Government of India however, enjoyed, in terms of the contract agreement between it and the Companies, the authority to lay standards of railway construction, to decide about the number, timings, speed, etc., of the trains and the rates and fares to be charged for rail travel, etc. This control was exercised through the appointment of a Consulting Engineers of the Guaranteed Railways. The direct involvement of the Government of India in the construction and management of railways came about only in 1869. The functions relating to the State-owned railways and control over the guaranteed railways were the responsibility of the Public Works Department till the setting up of the Railway Board in 1905.

The Railway Board as initially constituted consisted of a Chairman and two Members. The Chairman of the Board was vested with the general control of all matters committed to the Railway Board, with power to act

on his own responsibility, subject to confirmation by the Board. The Railway Board was placed under the Department of Commerce and Industry.

Within a short time after the constitution of the Railway Board, it was found that its work was being hampered mainly on account of the Chairman of the Board not having sufficient powers, and the Commerce and Industry Department intervening between the Railway Board and the Governor-General-in-Council. Further, in the Board each Member enjoyed the right to vote. This arrangement was also found to be unsatisfactory, as the two Members were able to outvote the Chairman, on account of which the responsibility got dispersed. As a consequence, the planned development and policy-making suffered greatly. Accordingly, in October 1908, the post of the Chairman of the Railway Board was converted into that of the President, Railway Board. The President was vested with the power to over-rule his colleagues if he disagreed with them, subject, of course, to the provision that, if over-ruled they should have the right to represent their views to the Government. Simultaneously, the Railway Board was made an independent Department and the President of the Board was given the status of Secretary to the Government of India and right of direct access to the Viceroy.

In 1921, the Acworth Committee was asked to suggest a suitable machinery at the top level for the administration of railways. The Acworth Committee recommended that the Railway Board should be redesignated as the Railway Commission and should be mainly responsible for framing the railway policy; it should consist of a Chief Commissioner and four Commissioners including a Financial Commissioner; the Chief Commissioner should be the sole authority for technical matters and for advising the Government on matters of railway policy; and that the Chief Commissioner should not be liable to be over-ruled by his colleagues in the Railway Board. It also suggested for the separation of Railway finance from the general finance.

The major recommendations of the Acworth Committee were accepted by the Government and a Chief Commissioner for Railways was appointed in November 1922. He was given enhanced powers as suggested by the Committee. The post of the Financial Commissioner was created in April 1923, with full financial authority of the Government on all financial questions pertaining to Railways and to exercise financial control from within, as a Member of the Board. The Financial Commissioner was also given the right of access to the Finance Member of the Executive Council in the event of differences on important matters of policy between him and the Railway Department.

Further, the Chief Commissioner and the Members of the Board were relieved of all routine work, so as to enable them to devote their attention to larger questions of Railway policy. Directors were appointed as heads of various Branches of the Board. The general work of the Railway Board

was assigned to the Secretary in whose name all letters addressed to the Board continued to be issued. The Government also accepted the recommendation of the Acworth Committee regarding the separation of Railway finance from the general finances. Details regarding the separation of Railway finance from the general finance are given in Annexure (I).

The Government, however, did not agree to rename the Railway Board as the Railway Commission for reasons connected with statutory position of the Railway Board. The designations of the Members of the Railway Board were also not changed.

The Railway Board after reconstitution consisted of the Chief Commissioner, the Financial Commissioner and two Members; the Chief Commissioner being *ex-officio* Secretary to the Government of India in the Railway Department. One of the two Members dealt with technical subjects and the other with general administration, personnel and traffic subjects.

In 1926, another Member of the Railway Board was appointed to deal with staff questions, relieving the Member in charge of Traffic from establishment matters.

In 1938, the Government of India set up a new Department of Communications and the Railway Board was put under the Member of the Executive Council in charge of Communications. The Secretary of the Communications Department also became an *ex-officio* member of the Railway Board. But in 1942, on the creation of the War Transport Department, the Railway Board was placed under the Member of the Executive Council in charge of War Transport and the Secretary, War Transport Department replaced the Secretary of the Department of Communications as *ex-officio* member of the Railway Board. This position continued until August 1947, when the Department of Railways was redesignated as the Ministry of Railways, which, alongwith the Ministry of Transport, was placed under the charge of a Cabinet Minister.

The Railway Board continued to function on these lines until April 1951, when the constitution of the Railway Board underwent a further change—the Chief Commissioner's post was held in abeyance and a functional Member of the Board was made the Chairman of the Railway Board and in that capacity he was to act as an *ex-officio* Secretary to Government in the Railway Ministry. The Chairman and the two Members were made in charge of engineering, staff, and transportation subjects. The special position of the Financial Commissioner was left undisturbed and he was given powers in financial matters and the *ex-officio* status of the Secretary to the Government in the Ministry of Railways remained unchanged.

In October 1954, one more Member was added to the Railway Board. Further, the Chairman of the Railway Board was assigned the powers of the Chief Commissioner, which post was held in abeyance since 1951. The Chairman, Railway Board continued to function as an *ex-officio* Secretary to the Government of India in the Ministry of Railways. In January 1956,

the post of Secretary, Railway Board, which was held in abeyance consequent on the re-organisation of the Board in 1951, was also revised. Projects undertaken during first five year plan resulted in vast increase in the duties and responsibilities of the Railway Board. It was, therefore, strengthened in June 1956, by the addition of five Additional Members. These Additional Members were made in charge of five distinct groups of subjects, viz., major civil engineering works; remodelling and expansion of mechanical workshops and production units; commercial matters; accounts, with particular emphasis on expenditure in respect of works in the second five year plan; and recruitment and training of staff.

In August 1958, the status of the Chairman, Railway Board was raised to that of a Principal Secretary to the Government of India and of the other Members of the Board to *ex-officio* Secretaries to the Government of India in their respective spheres. In 1964, the post of an Additional Member (Vigilance), in charge of Vigilance Organisations on Railways, was created, in pursuance of a recommendation of the Committee on Prevention of Corruption. This post has since been redesignated as Director-General (Vigilance).

II. FUNCTIONS

The Railway Board functioning as a Ministry of the Government of India is responsible for regulation, construction, maintenance, operation, etc., of Government Railways. The Railway Board enjoys full powers of the Government of India in regard to railway revenues and expenditure. In addition, the Railway Board exercises control over non-Government Railways as provided in the Indian Railways Act or other concerned laws or in the contract agreements between these Railways and the Government.

III. ORGANISATION

The Ministry of Railways has under it two Attached Offices and seven Subordinate Offices. The railways owned by the Government are operated and managed on a zonal basis. There are, at present, nine Zonal Railway Administrations responsible for the administration of the railway system.

The Ministry of Railways is in the charge of a Cabinet Minister, who is assisted by a Minister of State and a Deputy Minister. The Railway Board, as at present constituted, consists of the Chairman and four members, one of whom is the Financial Commissioner. The three other members are incharge of Mechanical Engineering, Engineering, and Staff subjects. The other officers in the Railway Board are as follows:

Director General (Vigilance).
Additional Members.

1
6

Directors (including Secretary & Economic Adviser).	20
Joint Directors (including Deputy Secretary & Deputy Economic Adviser).	39
Deputy Directors.	66
Under Secretaries/Assistant Directors.	24
Attached Officers.	54
Section Officers.	115

A short description of the powers and functions of the principal officers of the Railway Board is given below.

Chairman, Railway Board

The Chairman, Railway Board is the administrative head of the Board and is solely responsible under the Railway Minister for arriving at decisions on technical questions and advising the Government on matters of policy. All policy and other important matters are as a rule, submitted to the Minister through him. He enjoys the status of a Principal Secretary to the Government of India and has the power to over-rule the other Members of the Board except the Financial Commissioner, who has the right to refer to the Railway Minister, those financial matters in which he does not agree with the Chairman, Railway Board. (The Financial Commissioner is also authorised to draw the attention of the Finance Minister to such matters, if necessary). The present Chairman functions as a Member for Transportation.

Financial Commissioner for Railways

In his capacity as *ex-officio* Secretary to the Government of India in the Ministry of Railways, the Financial Commissioner, is vested with full powers of the Government to sanction railway expenditure. No proposals involving expenditure or affecting Railway revenues can be sanctioned without his prior concurrence.

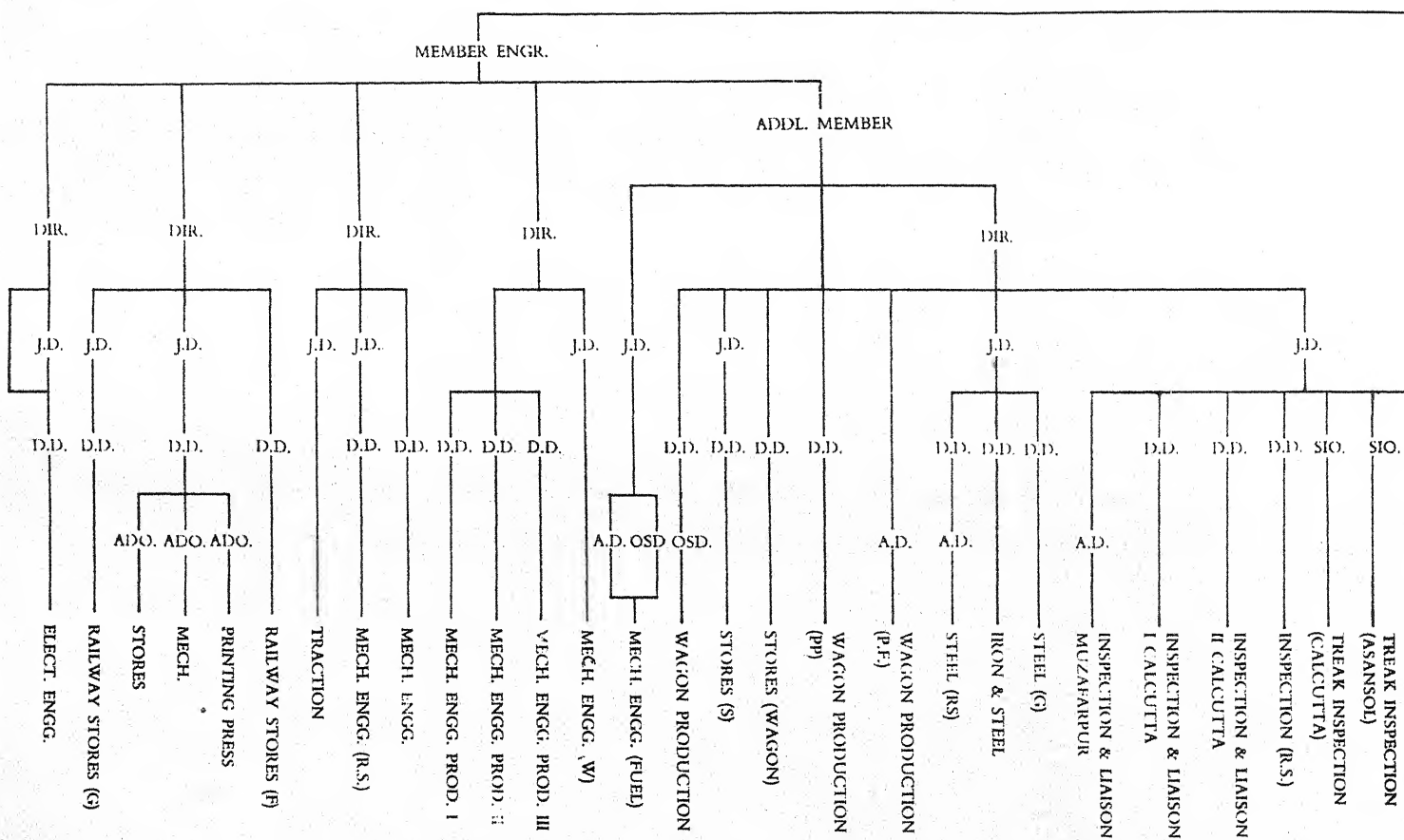
Other Members of the Railway Board

The Members of the Railway Board function as *ex-officio* Secretaries to the Government and are responsible for dealing with all aspects of the technical subjects, under their charge. The Director General (Vigilance) is in charge of Vigilance Organisations in the Railways.

Additional Members

The Additional Members, who are of the rank and status of General





MINISTRY OF RAILWAYS

MINISTER

MINISTER OF STATE

DEPUTY MINISTER

CHAIRMAN & EX-OFFICIO
PRIN. SECRETARY

MEMBER MECH.

ADDL. MEMBER

DIR.

DIR.

DIR.
GEN.

J.D.

J.D.

J.D.

J.D.

J.D.

J.D.

D.D.

D.D.

D.D.

D.D.

D.D.

D.D.

D.D.

D.D.

D.D.

D.D.

D.D.

A.D.

A.D.

A.D.

WAGON PRODUCTION
(1 & 1) DELHI

WAGON PRODUCTION
(1 & 1) BOMBAY.

SIG. (CALCUTTA)

SIG. (BOMBAY)

SIG. (MADRAS)

SIG. I

SIG. II

TELECOMMUNICATION

CIVIL ENGINEERING (C)

CIVIL ENGINEERING (B & S)

CIVIL ENGINEERING
(TRACK)

CIVIL ENGINEERING (IS)

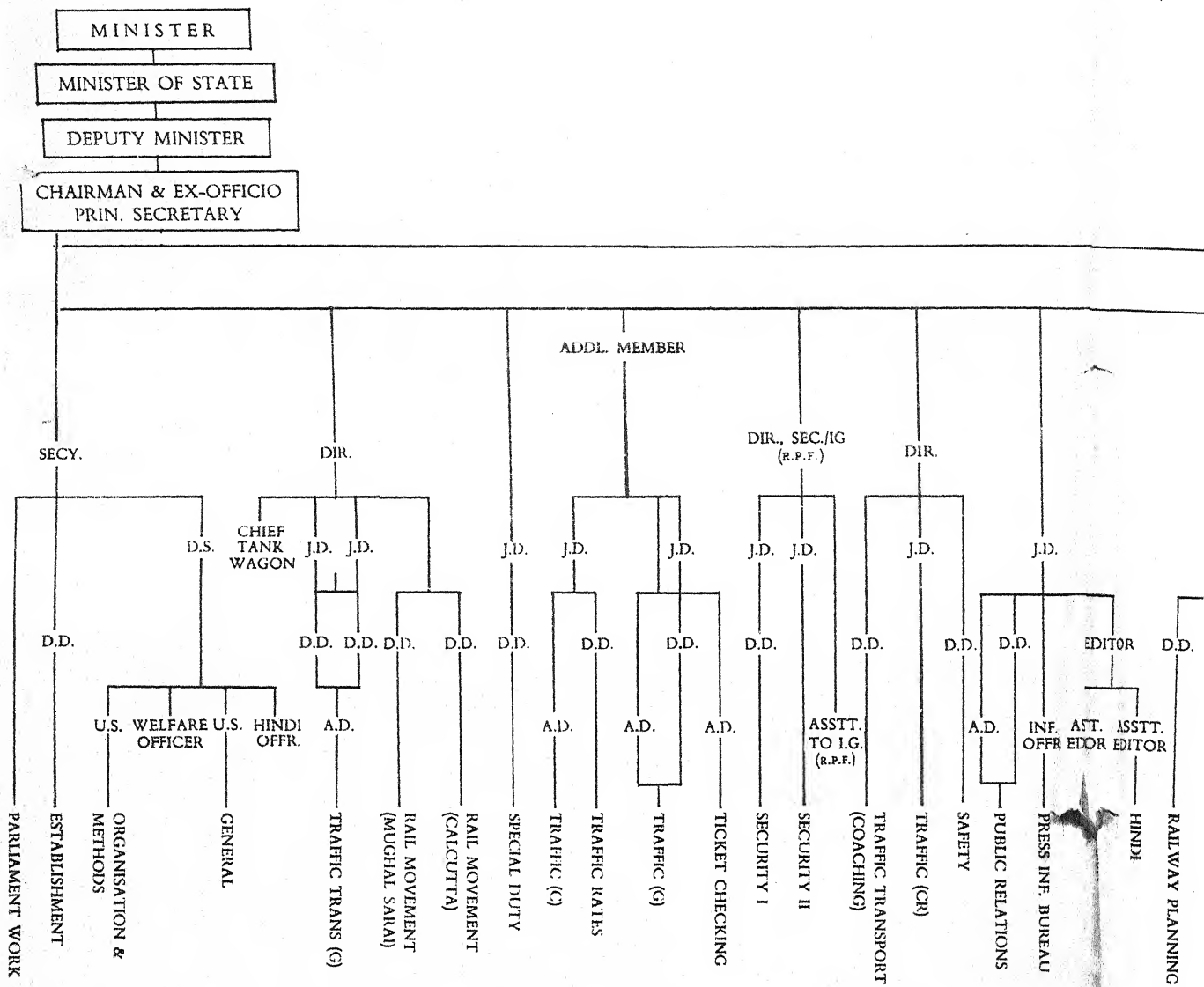
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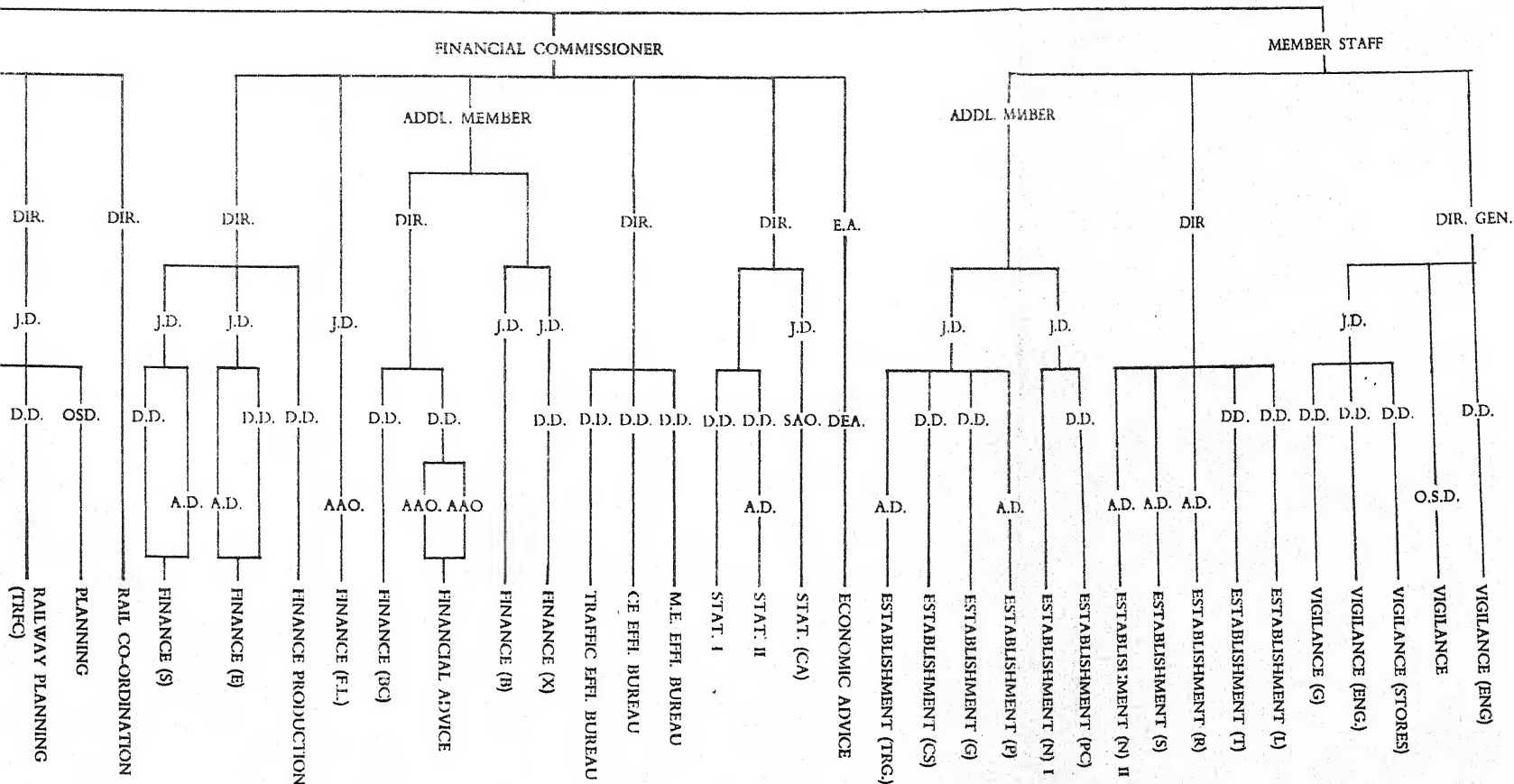
TIMBER

RESEARCH, DESIGN &
STANDARDS
ORGANISATION

R.V. ELEC.

MINISTRY OF RAILWAYS





North-Western railway systems were divided between India and Pakistan. Further, the integration of former princely States in the Indian Union resulted in the taking over of the railways in those States by the Government of India. Thus, the problems of regrouping and provision of a satisfactory administration for a multiplicity of scattered railways in the country assumed urgency shortly after Independence. In 1950, the Railway Board finalised a scheme for dividing the entire Railway system in the country into six administrative and operating zones. The scheme was enforced during 1951-52. Later, the number of zones was increased progressively to nine. In August 1955, the Eastern Zone was bifurcated into the Eastern and the South Eastern Railway Zones. In January 1958, the North Eastern Zone was divided into the North Eastern and the Northeast Frontier Railway Zones. Again, in October 1966, the erstwhile Central and Southern Railways were bifurcated to form the present Central, Southern and South Central Railway Zones. At present, the Railway system consists of the following zones:

<i>Zone</i>	<i>Date of Creation</i>	<i>Head-quarters</i>	<i>Route Kilometerage</i>
Southern	April 14, 1951	Madras	7216
Central	November 5, 1951	Bombay	5841
Western	November 5, 1951	Bombay	9967
Northern	April 14, 1952	Delhi	104439
North-Eastern	April 14, 1952	Gorakhpur	4952
Eastern	April 14, 1952	Calcutta	4092
South-Eastern	August 1, 1955	Calcutta	6225
Northeast Frontier	January 15, 1958	Gauhati	3625
South Central	October 2, 1966	Secunderabad	6088

In addition to the Railway system, owned and managed by the Government, and operated through Zonal Administration, there are six Railways owned by Companies or District Boards but operated by the Railway Board. These include the Ahmadpur Katwa Railway (E. Rly.), Bankura Damodar River Railway (S. E. Rly.), Chaparmukh Silghat Railway (E.F.), Katakhal Lalabazar Railway (N.F. Rly.), Pulgaon Arvi Railway (Central) and the Ellichpur Yeotmal Railway, (Central).

Further, there are six Railways owned and operated by Companies or District Board. These include the Fatwa Islampur Railway, Shahdara Saharanpur Light Railway, Howrah Amta Railway, Dehri Rohtas Railway and the Arrah Sasaram Railway.

Organisation of the Zonal Railway Administrations

The nine Zonal Railway Administrations, which operate the Government owned railways, are each under the administrative control of a

General Manager. He is responsible to the Railway Board and controls the various Departments under the Zonal Administration and coordinates their working. The Departments under the Zonal Administration deal with subjects like civil engineering, mechanical engineering, commercial, transportation, accounts, stores, signals and telecommunications, electrical, medical and personnel. The Railway Protection Force on each Railway is under the charge of a Chief Security Officer, who is of the status of a head of a Department.

The lower formations under the Zonal Administration fall into two distinct categories, *viz.*, the district system and the division system. Under the former the management of the primary unit for each major Department in the district is under a district officer and the coordination between the different Departments is done only at the Zonal Office. This Departmental system of organisation is normally adopted when the size and/or the work load of a Railway Zone is comparatively small. However, with the ever increasing pressure of work on individual Railways, it was found necessary to adopt the divisional system of working and this pattern is being adopted on almost all the Railways. Already the Central, Eastern, Northern, Southern, Central, South Eastern and Western Railways have switched over to this pattern of organisation.

Under the divisional system, the Railway Zone is further divided into territorial units of suitable sizes, called Divisions. The operation of railways in a Division is the responsibility of the Divisional Superintendent, who is assisted by a number of divisional officers, in charge of various Departments. The Divisional Superintendent is vested with wide powers within his own sphere, in which he functions more or less like a General Manager. Under the divisional set-up, the heads of various Departments at the Zonal headquarters function as technical experts and principal advisers to the General Manager, in respect of the subjects under their charge.

IV. ATTACHED OFFICES

The Research, Designs and Standards Organisation was formed in 1957 by the merger of the Central Standards Office and the Railway Testing and Research Centre. The nomenclature of the Organisation was changed to Research, Designs and Standards Organisation in July 1959.

The Research, Designs and Standards Organisation is responsible for the preparation and supply of standard drawings and specifications for all equipment and material used by the Railways in India. It also prepares designs in the various branches of railway engineering as also the architectural designs. The inspection of locomotive boilers manufactured by the Tata Locomotive and Engineering Co. is also conducted by this Office.

The Research, Designs and Standards Organisation is also responsible for research on concrete and buildings and research and tests on bridges,

structures and tracks. It maintains an information service and publishes bulletins and summaries of important researches conducted in India and abroad. It publishes the *Indian Railway Technical Bulletin* and other technical papers pertaining to railways.

The Organisation is headed by a Director General.

(2) *Office of the Railway Liaison Officer, New Delhi*

The Office of the Railway Liaison Officer is responsible for keeping liaison with the Directorate General of Supplies and Disposal, in respect of indents placed by Railways for stores.

V. SUBORDINATE OFFICES

1. *Railway Staff College, Baroda*

The Railway Staff College was established in 1952, for imparting specialised technical training to railway officers. It provides training courses for probationary officers and refresher courses for senior officers. Besides, it arranges special lectures on selected subjects from time to time. Regular courses in management and work study courses are also conducted at the College.

2. *Railway Rates Tribunal, Madras*

The Railway Rates Tribunal was set up under the Indian Railways (Second Amendment) Act 1948, to hear and decide complaints against the Railway Administrations in respect of undue discrimination, quotation of unreasonable rates, refusal to quote station to station rates, etc. In addition, the Tribunal also deals with complaints in connection with exercise of revisionary powers of General Managers in regard to cases of removal from service and dismissal of Class III employees.

3. *Ad hoc Railway Tribunal*

The Railway Board has evolved a permanent negotiating machinery for dealing with disputes between Railway labour and Railway Administrations. The machinery functions in three-tiers. At the lowest level, the recognised labour unions can take up labour issues with the district/divisional officers and subsequently with the officers at the Zonal headquarters including the General Manager. The matters which do not get settled at the lowest level can be taken up by the National Federation of Indian Railwaymen with the Railway Board. The cases in which no agreement is reached between the Federation and the Railway Board, and

which involve matters of sufficient importance, are referred to the *Adhoc* Railway Tribunal. The Tribunal, so constituted, consists of the representatives of the Railway Administration and the labour, presided over by a neutral Chairman. It is up to the Government to accept, reject or modify the decisions of the Tribunal.

4. *Railway Service Commissions*

The four Railway Service Commissions, with headquarters at Bombay, Allahabad, Calcutta and Madras, are responsible for the selection of Class III staff of various categories for the zonal railways, which are grouped as follows for this purpose:

BOMBAY COMMISSION

For Western Railway and Central Railway.

ALLAHABAD COMMISSION

For Northern Railway, North Eastern Railway and the Diesel Locomotive Works, Varanasi.

CALCUTTA COMMISSION

For Eastern Railway, South Eastern Railway, Northeast Frontier Railway and the Chittaranjan Locomotive Works, Chittaranjan.

MADRAS COMMISSION

For Southern Railway, South Central Railway and the Integral Coach Factory, Perambur.

VI. CONSULTATIVE AND ADVISORY BODIES

1. *National Railway Users' Consultative Council*

The National Railway Users' Consultative Council was set up in 1953, as a forum for consultation between the Railway authorities and the Railway users on matters relating to the service provided by the Railways. The Council is consultative in character and questions relating to staff, discipline and appointments are not brought before it.

The Council, whose membership is about 75, consists of, among others, the Chairman, Members, and the Additional Member, Commercial, of the Railway Board; 18 Members of Parliament; Secretaries of the Ministries of Food, Agriculture, Community Development and Cooperation, Industrial Development, Internal Trade and Company Affairs, International Trade and supply, Shipping and Transport, Petroleum, Chemicals, Mines and Metals, Steel and Heavy Engineering, and Tourism and Civil

Aviation; one elected representative from each of the nine Zonal Railway Users' Consultative Committees, the Federation of the Indian Chambers of Commerce, Associated Chambers of Commerce, and the All India Manufacturers' Organisation; one representative each of the coal, iron and steel, mineral ore, jute, cotton, sugar, cement, and salt industries; one member to represent agricultural interests and such other members as the Minister of Railways may appoint to represent interests, which he considers are necessary to be represented on the Council. The term of the Council is two years.

The Council ordinarily meets at least once a year. The Minister of Railways presides at the meetings of the Council.

2. *Zonal Railway Users' Consultative Committee*

Zonal Railway Users' Consultative Committees have been set up at the Zonal headquarters of each Railway. It consists of, among others, representatives of State Governments, State Legislatures, Chamber of Commerce, trade associations, passengers' associations, five Members of Parliament, agricultural associations, semi-Government organisations including Port Trusts, one representative elected from each of the Divisional/Regional Railway Users' Consultative Committees and such other members as the Minister of Railways may appoint to represent interests which he considers are necessary to be represented on the Committee.

3. *Other Advisory Bodies*

In addition to the Railway Users' Consultative Committees at the National and Zonal levels, such bodies exist at the Divisional/Regional level also. Besides, there are Railway Users' Amenities Committees, Time Table Committees, Suburban Railway Users' Consultative Committees, Bookstall Advisory Committees, and Catering Supervisory Committees, at the Zonal headquarters of *each* Railway.

TOTAL STRENGTH OF STAFF

Railway Board	2298
Attached Office	2752
Subordinate Offices	667

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Some of the important publications brought out by the Ministry of Railways are as follows:

1. *Indian Railways (Annual).*
2. *Report by the Railway Board on Indian Railways (Annual).*
3. *Railway Budget Papers (Annual).*
4. *A Review of the Performance of the Indian Government Railways (1966).*
5. *Indian Railway, One Hundred Years, 1853-1953.*

ANNEXURES

1. *The Separation of Railway Finance from General Finance and the "Separation" Convention*

Prior to 1924, the Railway finance formed part of the general finances of the Government of India. The Railway estimates, by their very nature, were subject to violent fluctuations and affected the stability of the General Budget of the Government of India. In order to remedy this defect in the general budget and also to enable the Railways to carry out continuous policy based on the necessity of making a definite return to general revenues on the money expended by the Government on Railways, a convention commonly known as the "Separation Convention" was adopted by the Government in 1924.

By this Convention, the Railway finance was separated from the general revenues of the country, providing for payment of an annual contribution from Railway revenues to general revenues on an agreed basis. Another notable feature of the "Separation Convention" was the creation of a Railway Depreciation Fund to meet the cost of replacements and renewals of Railway assets and of a Railway Reserve Fund, to be credited with any surplus left after meeting the contribution to general revenues.

Contributions from Railway revenues to general revenues used to be of varying amount, since on the one hand substantial contribution was made during the years of prosperity, while on the other hand no contribution except the interest charges was made in the years of economic depression, when the need for assistance to general revenues was greater. Further, the method prescribed did not afford an opportunity to the Railways to build up adequate reserves during the years of prosperity for their own needs in the years of depression and it did not also assure any minimum contribution to general revenues.

The Parliamentary (Railway Convention) Committee, set up in 1949, to review the Convention of 1924, recommended that the Railway finances should continue to remain separate from the general finances but its contribution to general revenues should take the shape of a fixed dividend of not more than 4 per cent (inclusive of the element of interest) on the capital invested as computed annually, for the period 1950-51 to 1954-55.

The new feature of this Convention was the creation of a Development Fund, to be fed by contribution from the Railway surpluses, for financing expenditure on passenger amenities, labour welfare and Railway projects which were necessary but unremunerative. The Railway Reserve Fund was subsequently renamed as Revenue Reserve Fund, to be utilised primarily for maintaining the agreed payments to general revenues and for making up any deficit in the working capital of the Railways.

The next Railway Convention Committee, constituted in 1954 recommended that the rate of dividend should remain unaltered, except for minor adjustments in the matter of calculation of the capital-at-charge and arriving at the total of the dividend payable, for a further period of 5 years commencing from 1955-56. The period was later extended by one more year, i.e., up to March 31, 1961, so as to secure synchronization of the Plan and the Convention periods in future. Another Parliamentary Committee was set up in 1960 to review the rate of dividend for the period 1961-62 to 1965-66. The Committee recommended for the continuance of the present mode of contribution, *viz.*, a fixed rate of dividend by the Railways to general revenues and for the fixing of the rate at $4\frac{1}{4}$ per cent. The recommendations of the Committee were adopted by the Convention Resolution of 1960.

With the approval of the Parliament, this rate of $4\frac{1}{4}$ per cent was raised to 4.5 per cent with effect from 1963-64, in view of the need for mobilisation of extra resources. Again from 1964-65 onwards, the rate of dividend on capital made available after 1963-64 was increased to 5.75 per cent, keeping in view the then higher rate of interest on Government borrowings.

Another Parliamentary Committee was set up in 1965 to review the existing rate of dividend payable to general revenues as well as other ancillary matters in connection with Railway finance *vis-a-vis* the general finance for the period 1966-71. The Committee approved the continuance of the existing arrangement of application of two separate rates of dividend on the capital with the Railways upto the end of 1963-64 and fresh capital made available to the Railways thereafter. On the capital invested up to the end of 1963-64 the rate of $4\frac{1}{4}$ per cent was continued, but with an addition of one per cent in lieu of passenger fare tax, which was raised from 12.50 crores to 16.25 crores for distribution to the States. The balance remaining after this payment was to constitute the Railway Safety Works Fund for assisting States to meet their share of expenditure on safety works. The rate of dividend on the capital invested in Railways after 31st March 1964, was raised from 5.75 per cent to 6 per cent. The Committee suggested for the continuance of certain concessions in the computation of the capital-at-charge for purposes of application of those rates of dividend.

The provision for the users' amenities to be provided out of Railway Development Fund was raised from Rs. 3 crores to Rs. 4 crores per annum during this period. These recommendations of the Committee were adopted

by the Parliament in the Convention Resolution of 1965.

2. *Control of Parliament*

The Control of Parliament over Railway finance and policy is exercised as follows:

- (i) By means of interpellations and Resolutions and discussions when the Railway Budget is presented, and the Railway Demands are voted upon.
- (ii) Through the Committee on Government Assurances, which scrutinises whether the assurances, promises, undertakings, etc., given by the Ministers from time to time on the Floor of the Lok/Rajya Sabha have been implemented within the minimum time necessary for the purposes.
- (iii) Through the Public Accounts Committee.
- (iv) Through the Estimates Committee.
- (v) Through the Committee on Subordinate Legislation.
- (vi) Through the Members of Parliament serving on the National Railway Users' Consultative Council.

3. *Powers and Functions of Central Government with respect to Railways*

In terms of the Article 246 read with items 22, 30 and 89 of list I of the Seventh Schedule of the Constitution of India, the legislative authority in respect of Railways vests exclusively in Parliament.

EXECUTIVE AUTHORITY

Executive authority with respect to Railways is derived either from an enactment of Parliament or from agreement with the Companies operating the Railway.

The enactments which at present regulate construction, maintenance and operation of Railways in India are:

- (i) The Indian Tramways Act of 1889.
- (ii) The Indian Railways Act of 1890 as amended from time to time.

Subject to the provisions of these enactments the executive authority in connection with the administration of Railways vests in the Central Government. The power of the Central Government to make rules regulating the conditions of service of persons employed on Railways is

subject to the provisions of Article 309 of the Constitution of India.

4. *Administrative Control of Government over Company and District Board Railways*

Apart from the financial control over those Company Railways in which Government has financial interest, Government has control over all Company and District Board Railways in certain spheres. By virtue of its control the Government has, inter alia, the authority to enforce compliance with the safety regulations and to fix the maximum and minimum rates and fares for conveyance of traffic over the whole or any part of such a Railway, and to prescribe the conditions in which such rates will apply as provided in the Indian Railway Act, 1890.

5. *Relations of the Railway Ministry with other Ministries of the Government of India, and with State Governments*

The Railway Ministry controls its own finance, but its budgetary programme of capital expenditure is always linked with the overall ways and means position of the Government of India.

Orders issued by other Ministries of the Government of India in respect of several subjects are examined and adopted by the Railway Ministry with suitable modifications wherever necessary.

Other Ministries are also consulted whenever orders contemplated by the Railway Ministry are likely to affect them. The Railway Ministry also consults statutory bodies like the Union Public Service Commission, whenever such consultation is enjoined under the Constitution, or in statutory regulations.

Notwithstanding the fact that Railways is a subject with the Union Government, the Railway Ministry keeps the State Governments posted with information in regard to major changes in organisation and policy concerning personnel matters. Close liaison is maintained with the State Governments in regard to providing Railways with land, and protection to Railway property.

MINISTRY OF SHIPPING AND TRANSPORT

TILL THE year 1905, the subjects pertaining to roads and bridges along with civil works, railways, posts and telegraphs were the responsibility of the Public Works Department. In February of the same year, a new Department of Commerce and Industry was formed, and it took over, in addition to other subjects, the subjects 'posts and telegraphs' from the Public Works Department, and 'ports and shipping' from the Department of Finance. The subjects 'roads' and 'bridges' were, however, retained by the Public Works Department. In 1921, the Department of Commerce and Industry was bifurcated into the Department of Industries and Department of Commerce; the former Department was made responsible for the subject 'ports' and latter Department retaining the subject 'shipping'.

There was a major reorganisation of Departments in 1923, on the recommendations of the Inchcape Committee. The Department of Public Works was merged with the Department of Industries to form the Department of Industries and Labour. The new Department was made responsible for matters relating to roads, bridges, ports, in addition to other subjects like posts, telegraphs, labour and civil aviation. Further, the Central Meteorological Organisation was also placed under the Department of Industries and Labour. This position continued till November 1937, when the Department of Industries and Labour was bifurcated into the Department of Labour and the Department of Communications. The latter Department took over the subjects 'meteorology', 'ports', 'roads', 'inland water transport', and also 'posts and telegraphs', 'civil aviation' and 'broadcasting'.

In July 1942, the Department of Communications was bifurcated into the Department of Posts and Air, and the Department of War Transport. The Department of Posts and Air was made responsible for matters relating to meteorology, railway inspection and Central Roads Fund, civil aviation and posts and telegraphs. The War Transport Department administered major ports, railway priorities, and utilisation of road and inland water transport. Broadly speaking, the function of the new Department of War Transport was to coordinate the demands for transport in war time, and included control of rail priorities and coal distribution. Later, the planning of exports was also undertaken by this Department, as a corollary to the Department's control of transport priorities. In July 1944, the Department of War Transport took over the subjects "Central Road Fund" and "Motor Vehicles Legislation", which was originally allotted to the Posts and Air Department. The work of coal distribution was, however, transferred to the Department of Supply in 1945. In 1946, the Department of Posts and Air was reorganised, and redesignated as the Department of Communications.

In August 1947, the Department of War Transport was first designated as the Department of Transport and then as the Ministry of Transport. In April, 1950, the work pertaining to railway priorities was transferred to the Ministry of Railways. The Ministry of Transport took over the subjects 'maritime shipping and navigation' and 'lighthouses and lightships', from the Ministry of Commerce in February 1951.

In April 1957, the Ministry of Transport and the Ministry of Communications were amalgamated to form the Ministry of Transport and Communications. The Ministry of Transport and Communications was organised in two Departments, *viz.*, the Department of Transport and the Department of Communications and Civil Aviation. In September 1963, the Ministry of Transport and Communications was abolished. The Department of Transport was made a full-fledged Ministry of Transport, and it also took over the subjects 'civil aviation', 'Air Corporations', 'meteorology' and 'railway inspection' from the erstwhile Department of Communications and Civil Aviation.

In June 1964, the subjects 'civil aviation', 'meteorology' and 'railway inspection' were taken away from the Ministry of Transport and put under the newly created Ministry of Civil Aviation. In January 1966, the Ministry of Transport was made a Department in the Ministry of Transport and Aviation, which was formed by the amalgamation of the Ministry of Transport and the Ministry of Aviation. The Ministry was organised in two Departments *viz.*, the Department of Transport, Shipping and Tourism and the Department of Aviation. In September 1966, the subject 'tourism' was transferred from the former to the latter Department and the two Departments were redesignated as the Department of Transport and Shipping and the Department of Aviation and Tourism.

The Ministry of Transport and Aviation was again reorganised on the formation of the new Council of Ministers in March 1967 after the fourth general elections, when the two Departments were made Ministries. The name of the Ministry of Transport and Shipping was changed to the Ministry of Shipping and Transport in February, 1969.

II. FUNCTIONS

The Ministry of Shipping and Transport is responsible for the administration of the following subjects:

I. The following subjects fall within list I of the Seventh Schedule to the Constitution of India:

1. Maritime shipping and navigation; provision of education and training for the mercantile marine.
2. Lighthouses and lightships.
3. Major ports, *i.e.*, the ports of Calcutta, Bombay, Madras, Visakhapatnam, Cochin and Kandla.
4. Compulsory insurance of motor vehicles.
5. Administration of the Road Transport Corporation Act, 1950.
6. Highways declared by or under law made by Parliament to be national highways.
7. Shipping and navigation including carriage of passengers and goods on inland waterways declared by Parliament by law to be national waterways as regards mechanically propelled vessels; the rule of the road on such waterways.
8. Shipbuilding (Public sector).

II. In respect of the Union Territories.

9. Roads other than national highways.
10. Tramways within municipal limits.
11. Inland waterways and traffic thereon.
12. Administration of the Motor Vehicles Act, 1939 and taxation of motor vehicles.
13. Vehicles other than mechanically propelled.

III. In respect of the Union Territories of Andaman and Nicobar Islands and Laccadive, Minicoy and Amindivi Islands.

14. Organisation and maintenance of mainland-islands and inter-island shipping services.

IV. Other subjects not included under the preceding sub-headings:

15. Central Road Fund.
16. Coordination and research pertaining to road works.

17. Road works financed in whole or in part by the Central Government, including road works in Sikkim and the tribal areas of Assam specified in parts A and B of the table appended to para 20 of the Sixth Schedule to the Constitution.
18. Motor vehicles legislation.
19. Legislation relating to shipping and navigation on inland waterways as regards mechanically propelled vessels and the carriage of passengers and goods on inland waterways.
20. Planning of road and inland waterways transport.
21. Promotion of Transport Cooperatives in the field of motor transport and inland water transport.
22. Development of township of Gandhidham.
23. Legislation relating to and coordination of the development of minor ports.
24. Centralised arrangements for the servicing and repairs of staff cars belonging to the Central Government except those under the control and use of the Ministry of Railways and the Department of Atomic Energy.

III. ORGANISATION

The Ministry of Shipping and Transport consists of a Secretariat, two Attached Offices and eight Subordinate Offices. In addition, there are five public undertakings and nine statutory organisations under the administrative control of the Ministry.

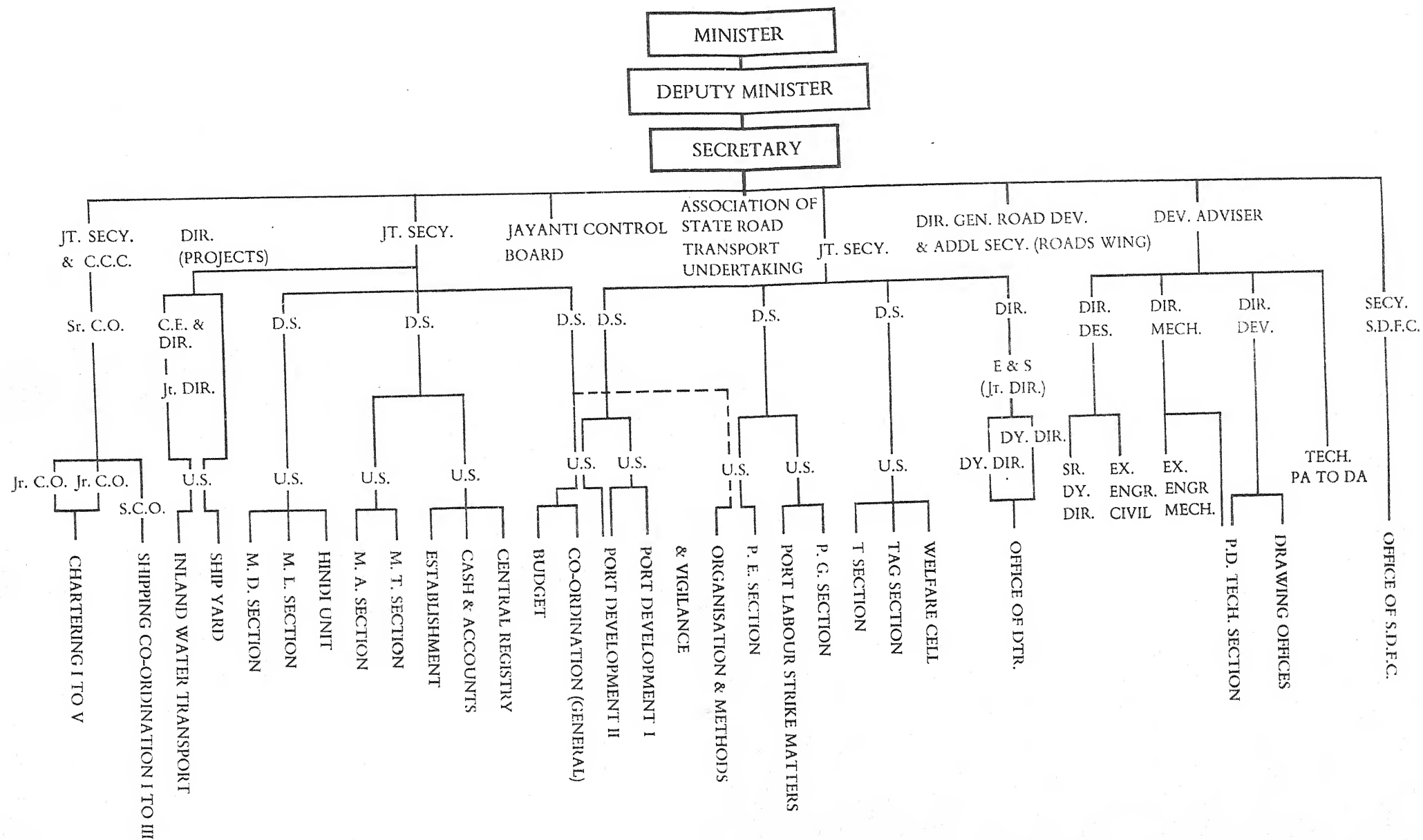
The Ministry of Shipping and Transport is in the charge of a Minister of State, who is also the Minister of Parliamentary Affairs. He is assisted by a Deputy Minister.

SECRETARIAT

Secretary	1
Director General (Road Development) and <i>ex-officio</i> Additional Secretary	1
Additional Director-General (Road Development) and <i>ex-officio</i> Joint Secretary	1
Joint Secretary	3
Development Adviser	1
Director	3
Chief Engineer	5
Deputy Secretaries	6
Joint Director	1
Senior Chartering Officer	1
Shipping Coordination Officer	1

MINISTRY OF TRANSPORT AND SHIPPING

AS ON 31-12-1969



Jt. SECY. & C.C.C.—JOINT SECRETARY & CHIEF CONTROLLER OF CHARTERING

Sr. C. O. — SENIOR CHARTERING OFFICER

Jr. C. O. — JUNIOR CHARTERING OFFICER

S. C. O. — SHIPPING COODN OFFICER

C. E. & DIR. — CHIEF ENGINEER & DIRECTOR

Superintending Engineers	18
Under Secretary	10
Information Officer	1
Deputy Directors	2
Technical Personal Assistant	1
Senior Deputy Director	1
Executive Engineer	43
Assistant Executive Engineer	25
Assistant Engineer	2
Joint Deputy Director	1
O & M Officer	1
Research Officer	1
Assistant Director	3
Assistant Statistician	1
Section Officers	35

The Secretariat of the Ministry of Shipping and Transport is organised in two wings, *viz.*, the Transport Wing and the Roads Wing. The Roads Wing is responsible for road development including national highways and roads in the Union Territories, and the Central Road Fund. The Transport Wing deals with all other subjects including shipping, ports, chartering, road and inland water transport, and lighthouses and lightships.

The detailed organisation of the Ministry of Shipping and Transport is indicated in the chart placed alongside.

IV. ATTACHED OFFICES

1. *Office of the Inter-State Transport Commission, New Delhi*

The Inter-State Transport Commission was set up in March 1958, in accordance with the provisions of the Central Motor Vehicles (Amendment) Act of 1956, to bring about agreement between the State Governments for regulation and development of inter-State transport. The Commission also takes up with the State Governments the question of removing the missing links in the important inter-State routes as also the bottlenecks which hamper the smooth flow of long distance traffic. The Office of the Commission provides necessary information on various issues under the consideration of the Commission. The Commission is headed by a Chairman.

2. *Inland Water Transport Directorate, New Delhi*

The Inland Water Transport Directorate was set up in 1967, to carry out technical examination of various schemes of inland water transport received from the State Governments and to render advice on the problems

connected with these schemes and with inland water transport, in general.

The Inland Water Transport Directorate is headed by a Chief Engineer-cum-Administrator.

V. SUBORDINATE OFFICES

1. *Directorate-General of Shipping, Bombay*

The Directorate-General of Shipping was set up in 1949 to execute the policy of the Government of India affecting merchant shipping and navigation, to administer the merchant shipping laws, rules and regulations concerning recruitment and conditions of service of Indian seamen, promotion of their welfare, provision of facilities for their training, etc.

There are a number of organisations under the administrative control of the Directorate-General of Shipping. The Mercantile Marine Department under the Directorate-General of Shipping is responsible for the administration of the merchant shipping laws, surveys and inspection of sea-going vessels and holding of examinations for certificates of "Competency" in the mercantile marine. It consists of three main districts at Calcutta, Bombay and Madras, and two sub-districts at Visakhapatnam and Cochin.

The Shipping Offices under the Directorate-General of Shipping are responsible for ensuring that seamen are engaged and discharged in the manner prescribed by law. There are, at present, two shipping offices, one at Calcutta and the other at Bombay. There is no separate shipping office at Madras, and the duties of the Shipping Master at that Port are performed by the Principal Officer, Mercantile Marine Department, Madras. Further there are a number of Seamen's Welfare Offices and Seamen's Employment Offices under the Directorate-General of Shipping.

The training activities of the Directorate-General of Shipping are carried out in a number of ships. The training ship "Dufferin", located off Mazagon Pier, Bombay, provides facilities for the pre-sea training of nautical cadets. The pre-sea training of merchant navy ratings is carried out in 'MEKHALA' 'BHADRA' and 'NAULAKSHI'. The Nautical and Engineering College, Bombay, under the Directorate-General of Shipping provides short and intensive tutorial training course to candidates preparing for advanced professional examinations, both in the executive and the engineering branches of the mercantile marine.

The Directorate of Marine Engineering Training, Calcutta arranges for training in marine engineering. The Directorate has a branch at Bombay.

2. *Department of Lighthouses and Lightships, Delhi*

The Department of Lighthouses and Lightships was established in the year 1929 for the administration of "general" lighthouses. The Department

has under it 4 District and 4 Regional Offices. The Department has got a fleet of lighthouse tenders and motor launches for tending lighthouses, laying buoys, etc. The Department also maintains four lighthouse workshops at Calcutta, Jamnagar, Bombay and Madras for attending to the overhaul, repairs, etc., of the lighthouse equipment. It has also under it the Training Centre and Optical Laboratory which is located at Calcutta.

The Department of Lighthouses and Lightships is maintained on a commercial basis, and its revenue is derived from the light dues levied on ships visiting Indian ports. The Department is headed by the Director-General of Lighthouses and Lightships.

3. *Directorate General of Border Roads*

The Directorate General of Border Roads is responsible for the planning and construction of roads in border areas, according to the policies laid down by the Border Roads Development Board. The Office is headed by the Director-General who, at present, is an Officer of the Army (Major-General's rank).

4. *Office of the Chief Engineer, Andaman Laccadives Harbour Works, New Delhi*

The Government of India has recently taken up the task of development of various harbours in the Andaman and Laccadives Islands. This includes the construction of permanent jetties at Diglipur, Mayabunder, Havelock, Little Andaman, Kamorta and Great Nicobar. Timber jetties have been provided at Neil and Katchal. The Office is also undertaking the survey and investigation work for the lagoons at Minicoy, Kavaratti and Amini.

5. *Office of the Chief Engineer and Administrator, Mangalore Harbour Project, Mangalore*

The development works at the Mangalore Harbour envisage the construction of a major port with three alongside berths, one for general cargo, one for iron and manganese ores and coal and one for raw material imports for the new fertilizer factory. In addition, there will be two mooring berths, one for general cargo and the second for naphtha and petroleum products. These development works are carried out by the Chief Engineer of the Mangalore Harbour Project, who is also its Administrator.

6. *Office of the Chief Engineer and Administrator Tuticorin Harbour Project, Tuticorin*

The Tuticorin is the second harbour, which is presently being developed

into a major port. The development tasks envisage the construction of a major port with 30 ft. draft (capable of deepening later upto 35 ft.). The first stage of development include provision for five berths, one each for coal, cement and salt and two for general cargo.

These development works are carried out by the Chief Engineer of the Tuticorin Harbour Project, who is also the chief Administrator of the Project.

7. *Second Shipyard Project Office, Ernakulam*

The Government of India is constructing a second shipyard at Cochin on the recommendations of the Technical Mission of the Colombo Plan and the inter-Departmental Committee which went into this question. The shipyard is being constructed in collaboration with M/s. Mitsubishi Heavy Industries, Tokyo (Japan). The project envisages a dock for building ships of 66,000 DWT and a ship repair dock for repairs of ships upto 85,000 DWT.

The Second Shipyard Project Office is headed by an Officer on Special Duty.

8. *The Office of the Government Director on the Board of Directors of all the Indian Shipping Companies, Bombay*

The Government of India has placed a whole-time officer as Government Director on the Board of Directors of all the Indian Shipping Companies in the private sector to whom Government loans have been advanced for the acquisition of ships. The Government Director is charged with the responsibility of watching the interests of the Government closely and send periodical reports to Government.

The Office of the Government Director is functioning as a separate Subordinate Office since 1960.

VI. STATUTORY ORGANISATIONS

1-8. *Port Trust, Bombay, Calcutta, Cochin, Kandla, Madras, Marmugao, Paradip and Vishakhapatnam*

Under the Constitution of India, the administration of ports, declared by or under law made by Parliament or existing law as 'major ports', is the responsibility of the Central Government. The ports, which have so far been declared as major ports are those of Bombay, Calcutta, Cochin, Kandla, Madras, Marmugao, Paradip and Vishakhapatnam. These major ports are administered by the Port Trusts, constituted by the Government of India under the respective Port Trust Acts.

9. *Shipping Development Fund Committee*

The new Merchant Shipping Act enacted in 1958 provided *inter alia* for the establishment of the National Shipping Board to advise the Government and a non-lapsable shipping development fund. The fund is made up of loans and grants from the Government of India and provides a perennial source of rupee finance for shipping development. The fund is utilised for providing loans to Indian shipping companies.

VII. PUBLIC UNDERTAKINGS

1. *Shipping Corporation of India Ltd., Bombay*

The Shipping Corporation of India Limited, came into being in October 1961 with the amalgamation of two shipping corporations in the public sector, *viz.*, the Eastern Shipping Corporation Limited, and the Western Shipping Corporation Limited. The amalgamation was brought about under the Shipping Corporations (Amalgamation) Order of 1961, to secure better coordination in the working of the shipping corporations, and in the interest of economy.

The Shipping Corporation of India is engaged in regular cargo liner trade, passenger-cum-cargo services, overseas and coastal dry cargo services and overseas tramp trade. The Corporation has a fleet of 52 vessels.

The Shipping Corporation of India Limited has an authorised capital of Rs. 35 crores, and a subscribed capital of Rs. 23.45 crores, as on March 31, 1968.

2. *Mogul Line Limited, Bombay*

The Mogul Line Limited originally known as the Bombay and Persian Steam Navigation Company was formed in 1877. The name of the Company was changed to the Mogul Line Limited in 1938. In March 1960, the Government of India acquired about 80 per cent shares of the Mogul Lines Limited, through the Western Shipping Corporation (now known as Shipping Corporation of India Limited), to which it became a subsidiary. Since March 1962 it has ceased to be a subsidiary to the Shipping Corporation of India and has become an independent Company.

The Mogul Line mainly runs passenger service for Haj pilgrims. The ships of the Company are also utilised on the Rangoon-Madras run as and when required by the Government of India for bringing Indian repatriates from Burma. The Company owns three passenger-cum-cargo steamers, one collier and one oil tanker. The authorised and subscribed capital of the Company is Rs. 2.00 and Rs. 1.01 crores respectively, as on March 31, 1968.

3. *Central Inland Water Transport Corporation, Calcutta*

The Central Inland Water Transport Corporation was set up in 1967, following the closure of the Rivers Steam Navigation Company, to run river transport services in the Bengal-Assam region and to carry out conservancy measures in Assam sector. The Corporation on its formation took over all the assets of the Rivers Steam Navigation Company and also the latter's liabilities to the State Bank of India and the Government.

The Corporation, in addition to running the river transport service between Dibrugarh and Jogighopa, undertakes ship building, ship repairs and general engineering works at its Rajabagan Dockyard. The authorised capital of the Company is Rs. 4 crores, of which Rs. 1.10 crores have been subscribed till March 31, 1968.

4. *Central Road Transport Corporation, Calcutta*

The Central Road Transport Corporation was formed in March 1964, to take over the departmentally run Road Transport Organisation. The latter was itself set up in November 1962, to maintain the movement of essential supplies to and from Assam and to provide relief to Railways whose capacity beyond Siliguri was strained following the emergency in October 1962.

The Corporation is mainly engaged on running transport services between Calcutta, North Bengal and Assam. The authorised capital of the Corporation is Rs. 2 crores, and the subscribed capital was Rs. 34 lakhs, as on March 31, 1968. The share of the Government of India, Assam Government and the West Bengal Government in the subscribed capital is Rs. 29 lakhs, Rs. 2.5 lakhs and Rs. 2.5 lakhs respectively.

5. *Hindustan Shipyard Limited, Visakhapatnam*

The Hindustan Shipyard Limited was formed in January 1952, to take over the shipyard and shipbuilding business of the Scindia Steam Navigation Co. In July 1961, the shares of the Scindias in the Company were purchased by the Government of India and it became a wholly Government Company. The Company is engaged on the construction and repairs of ships. The authorised capital of the Company is Rs. 10 crores, of which the subscribed capital was Rs. 6.20 crores, as on March 31, 1968.

VIII. ADVISORY AND OTHER BODIES

1. *Transport Development Council*

The Transport Development Council was set up in 1958, to advise the

Government on policy matters relating to roads, road transport as well as inland water transport. The Council also advises on problems relating to coordination between different forms of transport that may be referred to it by the Government. The Council consists of the Minister of Shipping and Transport as Chairman; and the Ministers of International Trade and Supply, Industrial Development, Internal Trade and Company Affairs, and Railways, the Deputy Minister of Shipping and Transport and Member in charge of Transport in the Planning Commission, Transport Ministers in the States and Lt. Governors/Chief Commissioners of the Union Territories, as members. The Secretary to the Government of India in the Ministry of Shipping and Transport acts as the Secretary of the Council.

2. *National Harbour Board*

The National Harbour Board advises the Ministry of Shipping and Transport on general policy relating to port management and development. The Board was set up in 1950, and reconstituted from time to time. It consists of the Minister of Shipping and Transport as Chairman; the Deputy Minister of Transport as Vice-Chairman; the State Ministers for Transport of maritime States, the representatives of the concerned Union Ministries, Heads of major port administrations, and the non-official members representing Parliament, shipping, labour and sailing vessels industry as members.

3. *Border Roads Development Board*

The Border Roads Development Board was set up in 1960, to lay down the policy for the construction of roads in the north and north eastern border areas of the country. The Board comprises the Prime Minister as Chairman, the Defence Minister as Deputy Chairman, and the Cabinet, Foreign, Defence, and the Shipping and Transport Secretaries as members.

4. *Central Advisory Committee on Road Planning*

The Central Advisory Committee on Road Planning was set up in 1968, to advise on the preparation of integrated and coordinated road development plans for the country as a whole and also for different regions, suggest priorities and phasing of programmes, review proposals for road development drawn up for the annual and five year Plan and appraise the progress made with the development of roads. The Committee comprises the Director-General (Road Development) as Chairman and the representatives of the Planning Commission, Ministries of Defence, Finance, Railways, Industrial Development, Department of Mines and Metals and three representatives of States as members.

5. *National Shipping Board*

The National Shipping Board was set up in March 1956, in terms of the provisions of the Merchant Shipping Act 1958, to advise the Government on all policy matters relating to shipping, including its development.

6. *Central Advisory Committee for Lighthouses*

The Central Advisory Committee for lighthouses was constituted in 1929 under the Indian lighthouses Act of 1927, to advise on the erection or position of new lighthouses, and addition, alteration or removal of the existing lighthouses. It is reconstituted every two years. The members of the Committee include the Secretary, Ministry of Shipping and Transport, the representatives of the Ministry of Finance, the Federation of Indian Chambers of Commerce and the Indian National Steamship Owners' Association, etc. The Director General of Lighthouses and Lightships is the Member-Secretary to the Committee.

7. *National Welfare Board for Seafarers*

The National Welfare Board for Seafarers, which was formerly a non-statutory body set up in August 1955, has now been constituted under the provisions of the Merchant Shipping Act of 1958. The Board advises on matters relating to the welfare of Indian seamen. The Minister of Shipping and Transport is the Chairman of the Board, which includes representatives of concerned Union Ministries Maritime State Governments, Port Authorities and Seafarers' and Shipowners' Associations.

8. *Standing Committee for Shipbuilding, Shiprepairs and Ship Ancillaries*

The Standing Committee for Shipbuilding, Shiprepairs and Ship Ancillaries advises on matters relating to ship building and ancillaries.

9-10. *Seamen's Employment Board, Bombay and Calcutta*

The Seamen's Employment Boards advise the Government in matters relating to recruitment, promotion, etc., of the seamen. These Boards include representatives of the Government, the shipowners and the seamen.

11-14. *Deck Passenger Welfare Committees, Bombay, Calcutta, Madras and Nagapatnam*

The Deck Passenger Welfare Committees look after the convenience and

comfort of deck passengers and acts as liaison bodies between the passengers, and the shipping companies and other authorities. These Committees are composed of officials of the Directorate-General of Shipping, the Protector of Emigrants, representatives of the State Police, Port Trust and Port Health Organisation and three non-officials. One member of Parliament is also nominated on each of the Committees.

TOTAL STRENGTH OF STAFF

Secretariat	1090
Attached & Subordinate Offices	3306

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The important publications of the Department are as follows:

1. *Report of the Study Group (Transport Planning).*
2. *Report of the Deck Passenger Committee.*
3. *Report of the Port and Shipping Statistics Committee.*
4. *Report of the Rail-Sea Co-ordination Committee.*
5. *Annual Administration Report.*

MINISTRY OF TOURISM AND CIVIL AVIATION

THE HISTORY of administration of civil aviation in the Government of India dates back to 1919, when the subject was formally allocated to the Department of Commerce and Industry. The Department used to receive advice on important matters relating to civil aviation from an *ad hoc* body called the Indian Air Board and assistance in regard to technical matters, e.g., the work of inspection, from the Royal Air Force.

In 1921 the Department of Commerce and Industry was bifurcated resulting in the formation of the Department of Commerce and the Department of Industries. Simultaneously, some of the subjects under the combined Department of Commerce and Industry including 'civil aviation' were transferred to the Public Works Department. This arrangement worked for a short period, when in 1923, civil aviation, meteorology and some other subjects were brought under the control of the Department of Industries and Labour, which was formed on the recommendation of the Inchcape Committee, by the merger of the Public Works Department with the Department of Industries. At this time there was no officer employed exclusively for civil aviation work. However, after some time, the need was felt for a special organisation to administer the subject. This need was further accentuated after India signed the International Convention for Air Navigation in 1919 and with the growing realization of the country's role in international civil aviation. Accordingly in January 1927, a full-fledged Civil Aviation Branch was created in the Department

of Industries and Labour. A Director of Civil Aviation and some secretariat staff to assist him were also appointed for the administration of the subject. The Branch was converted into Directorate of Civil Aviation, an Attached Office under the Department of Industries and Labour, in April 1936.

In November 1937, as a result of the bifurcation of the Department of Industries and Labour into the Department of Labour and the Department of Communications, the subjects 'civil aviation' and 'meteorology' were transferred to the latter Department. In May 1941, the Department of Communications also took over the work of 'railway inspection' from the Railway Board. The Department of Communications was bifurcated into the Department of Posts and Air and the Department of War Transport in July 1942. The Department of Posts and Air was made responsible for work relating to Posts & Telegraphs, Civil Aviation, Meteorology and Railway Inspection. The Department of Posts and Air was redesignated as the Department of Communications in 1946. In August 1947, the Department of Communications was designated as Ministry of Communications.

The next major development in the administration of civil aviation was the nationalisation of the air transport industry in 1953. As a result of this step, two Air Corporations were set up, one to operate internal services in India and services to neighbouring countries, and the other to operate the international air services. The two Corporations were placed under the administrative control of the Ministry of Communications. In April 1957, the Ministry of Communications and the Ministry of Transport were amalgamated to form the Ministry of Transport and Communications, which consisted of two Departments, *viz.*, the Department of Transport and the Department of Communications and Civil Aviation. In September 1963, the subjects 'civil aviation', 'air corporations', 'meteorology' and 'railway inspection' were transferred from the Department of Communications and Civil Aviation to the Department of Transport, which was subsequently converted into the Ministry of Transport.

In June 1964, the subjects 'civil aviation', 'meteorology' and 'railway inspection' were taken away from the Ministry of Transport and placed under the Ministry of Civil Aviation. In January 1966, the two Ministries were combined to form the Ministry of Transport and Aviation, which was organised in two Departments, *viz.*, the Department of Aviation and the Department of Transport, Shipping and Tourism. In September 1966, the subject 'Tourism' was transferred to the Department of Aviation, which was subsequently renamed as the Department of Aviation and Tourism. The Department was converted into the Ministry of Tourism and Civil Aviation in March 1967.

II. FUNCTIONS

1. Meteorological Organisation.

2. Aircraft and air navigation; provision of aerodromes; regulation and organisation of air traffic and of aerodromes (excepting sanitary control of air navigation).
3. Beacons and other provisions for the safety of aircraft.
4. Carriage of passengers and goods by air.
5. Corporations established under the Air Corporations Act, 1953.
6. Railway Inspectorate.
7. Development of Tourism.
8. Youth Hostels.
9. Offences against laws with respect to any of the matters specified in this list.
10. Inquiries and statistics for the purpose of any of the matters specified in this list.
11. Fees in respect of any of the matters specified in this list but not including fees taken in any court.
12. Implementation of Treaties and Agreements relating to any of the matters specified in this list.
13. Hotels in the Public Sector.

III. ORGANISATION

The Ministry of Tourism and Civil Aviation consists of a Secretariat, two Attached Offices and two Subordinate Offices. In addition, there are five public undertakings under the administrative control of the Ministry.

The Ministry of Tourism and Civil Aviation is in the charge of a Cabinet Minister, who is assisted by a Deputy Minister.

SECRETARIAT

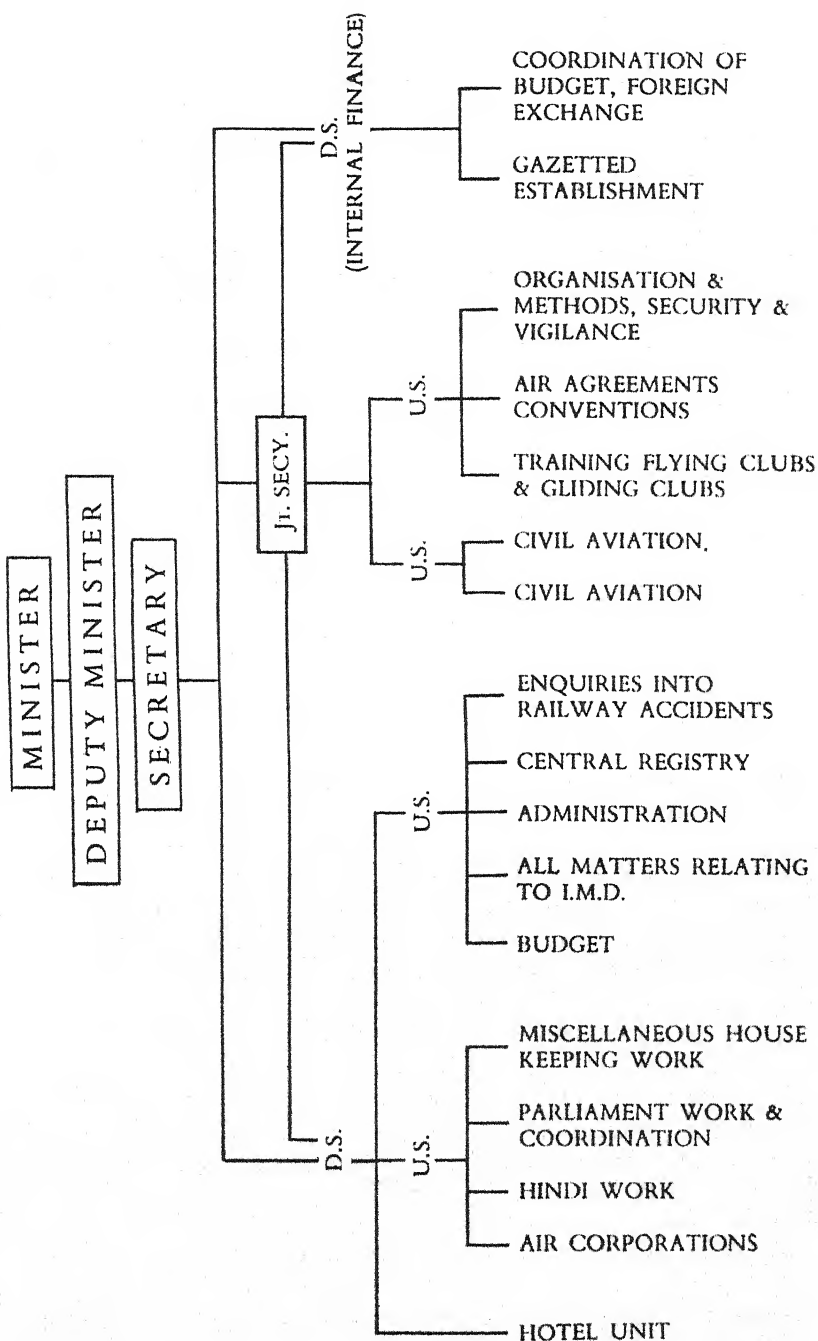
Secretary	1
Joint Secretary	1
Commissioner of Railway Safety	1
Deputy Commissioner of Railway Safety	1
Dy. Secretary	3
Under Secretary	5
Junior Analyst	2
Hindi Officer	1
Section Officer	13

The headquarter staff of the Commission of Railway Safety, a Subordinate Office of the Ministry, is borne on the Secretariat of the Ministry and hence is included in the staff strength given above.

The chart on p. 251 gives the detailed organisation of the Ministry of Tourism and Civil Aviation.

MINISTRY OF TOURISM AND CIVIL AVIATION

AS ON 25-5-1969



IV. ATTACHED OFFICES

1. *Department of Tourism, New Delhi*

The Department of Tourism is responsible for the promotion of tourism in the country. It functions in dual capacity, *i.e.*, as a Secretariat and as an Attached Office. The Director General of Tourism who is the head of the Department enjoys the *ex-officio* status of Joint Secretary to the Government of India. The activities of the Department include:

- (i) compilation, collation and dissemination of tourist information in India and abroad; attending to enquiries from tourists, tour operators and the travel industry such as airlines, steamship companies and hotels, and assisting them;
- (ii) cooperation with international travel and tourism organisations at Government and non-Government levels;
- (iii) facilitating work such as simplification of frontier formalities, either directly or in cooperation with the Union Ministries and the State Governments;
- (iv) development of tourist infrastructure;
- (v) publicity at home and abroad with a view to promoting tourism;
- (vi) regulation of activities of various segments of the travel trade, such as hotels, travel agents, shikar outfitters, guides, tourist car operators and shopkeepers; and
- (vii) compilation of statistics and market research on tourist traffic to India.

The Department of Tourism is organised in six main Sections, *viz.*, Planning, Hotels, Publicity, Travel Trade and Promotion, Research and Statistics, and Administration. The Department has under it a large number of Tourist Offices located in India and abroad.

2. *Directorate-General of Civil Aviation, New Delhi*

The Directorate of Civil Aviation was set up in April 1936 to undertake regulatory functions in respect of civil aviation and to provide for the required infrastructure for civil transport operations. The activities of this Directorate include:

- (i) construction, maintenance and management of terminal buildings, runways, aprons etc., of civil aerodromes;
- (ii) provision of navigational aids and communication facilities to civil air transport;
- (iii) enforcement of air transport regulations including safety require-

ments such as certification of air-worthiness of aircraft, licensing of pilots, navigators and other aircrew and regulation of air traffic; and (iv) enquiries into air accidents as also into incidents related to safety of aircraft.

The Directorate General of Civil Aviation is organised in 10 Directorates, viz., Aeronautical Communications, Aeronautical Inspection, Air Safety, Regulations and Information, Training and Licensing, Research and Development, Air Transport, Air Routes & Aerodromes (Operations), Air Routes and Aerodromes (Planning) and Administration Directorates. It has also a large number of regional and airport offices under it.

V. SUBORDINATE OFFICES

1. *India Meteorological Department, New Delhi*

The India Meteorological Department, established in 1857, is responsible for providing weather services to a large variety of interests, including civil and military aviation, mercantile and naval shipping, ports, agriculture, etc. It functions as a Department for both scientific services and research. On the service side, the functions of the Department include the organisation and maintenance of the basic network of meteorological observatories both surface and upper air—required for the preparation of weather reports, the compilation of meteorological statistics, the supply of climatological data, and the issue of weather forecasts as well as information regarding earthquakes, geomagnetic storms and solar flares. The Department's functions on the scientific side include a study of the environmental sciences of meteorology, seismology, terrestrial magnetism, atmospheric electricity, ionosphere as well as astronomy and astrophysics.

The Director General of Observatories is the head of the India Meteorological Department, and is assisted by four Deputy Directors General of Observatories. The provision of meteorological service is controlled through five Regional Meteorological Centres located at Bombay, Calcutta, Madras, Nagpur and New Delhi. All India weather forecasts are issued by the Weather Centre at Poona. The Meteorological Offices at Alipore (Calcutta), Colaba (Bombay) and Meenambakkam (Madras) issue warnings for cyclone at sea. Seven main Meteorological Offices located at the airports of Bombay, Calcutta, Madras, New Delhi, Nagpur and Gauhati and eleven 'dependent' Meteorological Offices at smaller airports provide meteorological service for aviation. The Northern Hemisphere Analysis and Exchange Centre at New Delhi and the Indian Ocean and Southern Hemisphere Analysis Centre (INOSHAC) at Poona provide meteorological analyses on a hemispheric scale. The Institute for Tropical Meteorology at Poona is devoted to research in synoptic and physical

meteorology and the Directorate for Agricultural Meteorology in Poona to researches in agricultural meteorology. The Directorate of training at Poona imparts training to officers and staff in all aspects of meteorology. The Colaba Observatory, Bombay and magnetic observatories at Alibag, Annamalainagar (Tamil Nadu) and Trivandrum deal with terrestrial magnetism and atmospheric electricity. The Astrophysical Observatory at Kodaikanal is engaged in studies of solar and astrophysics, astronomy and radio-astronomy and the ionosphere. The Directorate of Seismology at New Delhi with its network of seismological observatories in the country conducts researches in seismology. A Nautical Almanac Unit at Calcutta prepares the Indian Ephemeris and Nautical Almanac as well as the Rashtriya Panchangs.

2. *Commission of Railway Safety, Lucknow*

The Railway inspectorate was formed in January 1908 and was placed under the Railway Board. It was transferred to the Department of Communications in May 1941, on the recommendations of the Pacific Locomotive Committee. The Committee in its report (1938) had suggested for the taking up of the railway inspection work by a Department other than the one responsible for the running of railways.

The Railway Inspectorate, now named as Commission of Railway Safety, is responsible for holding inquiries into railway accidents, inspecting new railway lines prior to their being opened to passenger traffic, carrying out periodic inspections of railway lines and to make recommendations regarding the introduction of new types of locomotive and rolling stock.

The Commission of Railway Safety is headed by the Commissioner of Railway Safety, who is also the Principal Technical Adviser to the Government of India on matters with which the Commission is concerned. The Commission of Railway Safety consists of five Circles of Inspection, *viz.*, South Eastern, North Eastern, Western, Southern and Northern Circle. The headquarters of the first two Circles are located at Calcutta and of the remaining circles at Bombay, Bangalore and Lucknow respectively. Each circle is under the charge of an Additional Commissioner of Railway Safety.

VI. PUBLIC UNDERTAKINGS

1. *Air India, Bombay*

Air India was established as a statutory corporation in June 1953, when all the scheduled air services of the country including international services were nationalised with a view to putting them on a sound and economic basis. On its formation, the Air India took over the operations of Air-India International Limited.

Air India's operations presently extend to United Kingdom, U.S.A., France, Switzerland, West Germany, Czechoslovakia, Belgium, Netherlands, U.S.S.R., Italy, Lebanon, Bahrain, Dubai, U.A.R., Iran, Kuwait, Japan, Hong Kong, Thailand, East Africa, Uganda, Ethiopia, Aden, Singapore, Malaysia, Indonesia, Australia, Fiji and Mauritius. The Corporation has at present a fleet of ten Boeing 707 Jets.

The Corporation has a capital of Rs. 26.82 crores, as on March 31, 1969. Fifty per cent of the capital is subscribed capital and the remaining loan capital.

2. *Indian Airlines, New Delhi*

The Indian Airlines was set up as a statutory corporation in June 1953 on the nationalisation of air services in the country. On its formation, the Indian Airlines took over eight private undertakings which were operating scheduled air services in India and to the neighbouring countries.

The Indian Airlines is presently running 178 air services to various important cities and places in the country. It has a fleet of 61 aircraft presently. The Corporation's capital, as on July, 1969, was Rs. 25.94 crores divided equally between equity and loan capital. The Corporation is managed by a Board of Directors appointed by the Government of India.

3. *India Tourism Development Corporation Ltd., New Delhi*

The India Tourism Development Corporation was formed in March 1965 with the original name of India Tourism Corporation Limited. The Corporation was given the new name in October 1966, when the two other public undertakings engaged on the promotion of tourism, viz., the India Tourism Transport Undertakings and the Hotel Corporation of India Limited, were merged with it.

The India Tourism Development Corporation is responsible for running various tourist bungalows and restaurants on behalf of the Department of Tourism, constructing new hotels, providing shopping, transport and entertainment facilities to the tourist and for bringing out printed publicity material and films as tourism promotional aids.

The authorised and subscribed capital of the Corporation was Rs. 5 crores and Rs. 1.87 crores respectively as on March 31, 1969. The Corporation is managed by a Board of Directors which is appointed by the Government of India.

4. *Ashoka Hotels Limited, New Delhi*

The Ashoka Hotels Limited was formed in 1955, to take over the Ashoka Hotel at New Delhi which was being constructed then by private enter-

preneurs with the financial assistance of the Government of India. The Hotel started functioning from October 1956 and it was placed under the administrative control of the Ministry of Works, Housing and Supply. In July 1968 it was transferred to the Ministry of Tourism and Civil Aviation.

The Ashoka Hotel has a capacity of 798 beds and provides lodging, boarding and connected facilities. The authorised as well as the subscribed capital of the Company as on March 31, 1969 was Rs. 2.50 crores.

5. *Janpath Hotels Limited, New Delhi*

The Janpath Hotels Limited was formed in September 1964, to take over the management of Hotel Janpath, New Delhi which was constructed by the Government of India. Subsequently, two more hotels, viz., Lodhi Hotel and Ranjit Hotel were placed under the Company. These three hotels in the Capital have a total capacity of 770 beds.

The authorised and subscribed capital of the Company as on March 31, 1969 was Rs. 1 crore and Rs. 23.94 lakhs respectively.

STRENGTH OF STAFF

Secretariat	198
Attached Offices	9819
Subordinate Offices	5237

* * * *

The following are some of the important publications of the Ministry of Tourism and Civil Aviation:

1. *Annual Report* (Yearly)
2. *The Indian Daily Weather Report* (Daily)
3. *Regional Daily Weather Reports*, from Bombay, Calcutta, Madras, Nagpur and New Delhi (Daily)
4. *Weekly Weather Report* (Weekly)
5. *Monthly Weather Review* (Monthly)
6. *Aerological Data of India* (Monthly)
7. *India Weather Review*, Annual Summaries Parts 'A', 'B' and 'C'. (Annual)
8. *Indian Journal of Meteorology and Geophysics* (Quarterly)
9. *Indian Meteorological Department Memoirs* (Serial publication)
10. *Kodaikanal Observatory Bulletin* (Serial publication)
11. *Annual Report of the Kodaikanal Observatory* (Annual)
12. *Bombay Volumes* (Magnetic, Meteorological and Atmospheric Elec-

trical observations made at Government Observatories, Colaba and Alibag) (Annual)

13. *Seismological Bulletin* (Monthly)
14. *Indian Ephemeris and Nautical Almanac* (Annual)
15. *Rashtriya Panchang* in English, Sanskrit and 10 other Indian languages (Annual)

In addition, the Department of Tourism under the Ministry brings out a large number of brochures, information folders, etc., for the benefit of tourists.

MINISTRY OF LABOUR, EMPLOYMENT AND REHABILITATION

THE MINISTRY of Labour, Employment and Rehabilitation was set up in January 1966, when the Department of Rehabilitation was merged with the Ministry of Labour and Employment.

The Ministry of Labour, Employment & Rehabilitation is in the charge of a Cabinet Minister, who is assisted by a Minister of State and a Deputy Minister.

The Ministry of Labour, Employment and Rehabilitation is organised in two Departments, *viz.*, the Department of Labour and Employment, and the Department of Rehabilitation, which are described below.

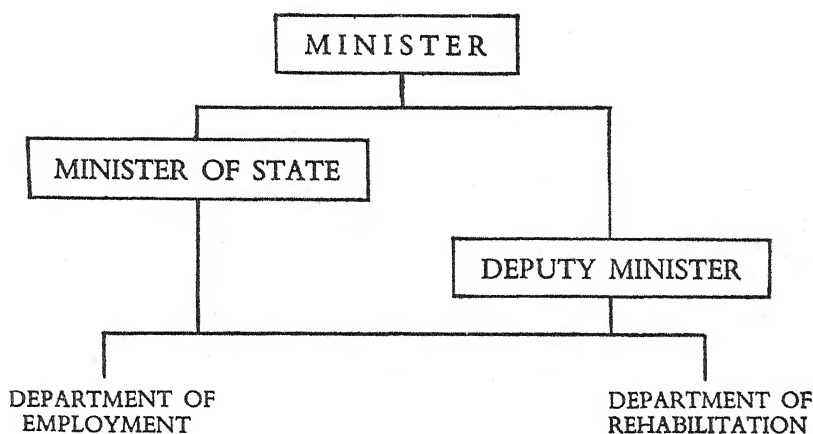
A. DEPARTMENT OF LABOUR AND EMPLOYMENT

From 1854 till 1905 matters connected with labour were the responsibility of the Public Works Department. In 1905, some of the subjects, including labour were transferred from the Public Works Department to the newly set up Department of Commerce and Industry. In 1919, the International Labour Organisation was established, and India became its member right from the beginning. In 1920, a temporary Board of Industries and Munitions was set up to deal with, among other things, matters relating to factory legislation which formed part of the functions of the Department of

Commerce and Industry. After about a year, the Board recommended the creation of a separate Department of Industries, which was accordingly, set up in 1921. Labour legislation formed one of the important functions of this Department.

MINISTRY OF LABOUR, EMPLOYMENT
AND REHABILITATION

AS ON 1-11-69



India's participation in the sessions of the International Labour Conference and the increasing interest of the Indian public in labour questions necessitated the creation of separate Departments, both at the Centre and in the Provinces, to deal with labour matters. In 1923, the Department of Industries and the Department of Public Works were amalgamated, and the combined Department was designated as the Department of Industries and Labour. This arrangement continued till November 1937, when the Department was bifurcated into the Department of Labour and the Department of Communications. The Department of Labour was made responsible for labour, public works, stationery and printing, mines, electricity, boilers, explosives, inter-Provincial migration, factories and matters connected with I.L.O.

The activities of the Department of Labour increased considerably during the period of the World War II, and it became so unwieldy that in April 1946, it was bifurcated into the Department of Works, Mines and Power and the Department of Labour. The latter dealt with labour matters and rehabilitation of civil and military demobilised personnel. In August 1947, the Department was redesignated as the Ministry of Labour, under the charge of a Cabinet Ministry. To stress the importance of the subject

'employment', which was also the responsibility of this Ministry, it assumed the name of Ministry of Labour and Employment in April 1957. In June 1964, the newly created Department of Social Security took over the subject "implementation of social security schemes" from the Ministry of Labour and Employment.

In January 1966, the Ministry of Labour and Employment was made a Department in the Ministry of Labour, Employment and Rehabilitation. Simultaneously, it took back the subjects "unemployment insurance" and "employees insurance and provident fund" from the Department of social Security.

II. FUNCTIONS

Many of the subjects concerning labour are in the concurrent list in the seventh Schedule of the Constitution, but the Centre has an overall responsibility in the matter of labour welfare, employment and training. The Department of Labour and Employment lays down national policies in regard to working conditions for labour, safety measures and health services in industrial undertakings, trade unions, industrial disputes, regulation of wages, etc. It coordinates the activities of the States in these fields and ensures uniformity of action. It provides the necessary guidance to the States for implementing the labour policies through conferences of State Labour Ministers, tripartite labour conferences and committees, etc.

The Department bears direct responsibility for the implementation of social security schemes, such as unemployment insurance and provident fund schemes, for factory employees. As regards the regulation of industrial relations under the Industrial Disputes Act of 1947, the sphere of the Central Government's responsibility extends to railways, mines, oilfields, major ports, banking and insurance companies and other undertakings carried on by it or under its authority.

The following is the detailed list of subjects allocated to the Department of Labour and Employment:

Part I — *Union Subjects*

1. In respect of Union Railways — payment of wages, trade disputes, hours of work of employees not covered by the Factories Act, and regulation of employment of children.
2. In respect of docks — dockyard labour.
3. Regulation of labour and safety in mines and oilfields.

Part II — *Concurrent Subjects*

4. Factories.

5. Welfare of labour—industrial, commercial and agricultural—conditions of labour; provident funds; employers' liability and workmen's compensation; health and sickness insurance, including invalidity pensions, old age pensions, improvement of working conditions in factories; canteens in industrial undertakings.
6. Unemployment Insurance.
7. Trade unions; industrial and labour disputes
8. Labour statistics.
9. Employment and unemployment.
10. Vocational and technical training of craftsmen.

Part III—*Additional Business for Union Territories of Himachal Pradesh, Manipur, Tripura and Delhi.*

11. Items mentioned in Part II above.

Part IV—*Incidental Business with respect to any of the matters mentioned in Parts I, II & III above.*

12. The implementing of treaties and agreements with other countries.
13. Offences against laws.
14. Inquiries and Statistics.
15. Fees but not fees taken in any court.
16. Jurisdiction of powers of all courts (except the Supreme Court).

Part V—*Miscellaneous Business*

17. Employment Exchanges.
18. Schemes for Training of Instructors, Craftsmen, technicians at foreman and supervisory level, both in India and abroad, Apprentice Training.
19. International Labour Organisation.
20. Tripartite Labour Conferences.
21. War Injuries (Compensation Insurance) Act of 1943 and Scheme.
22. Administration of Essential Service (Maintenance) Ordinance.
23. Administration of Laws connected with safety and welfare in mines and of the organisations of the Chief Inspector of Mines, Coal and Mica Mines Welfare.
24. Administration of Dock Workers (Regulation of Employment) Act of 1948, Indian Dock Labourers Act of 1934 and the Schemes and Regulations framed thereunder.
25. Administration of the Tea Districts Emigrant Labour Act and the Organisation of the Controller of Emigrant Labour.
26. Administration of the Minimum Wages Act.

27. Administration of the Employees' State Insurance Act, the Employees' Provident Funds Act, and Coal Mines Provident Fund Act.
28. Administration of Labour laws in Central Sphere undertakings.
29. Labour Statistics; Organisation of Director, Labour Bureau.
30. Organisation of Chief Labour Commissioner and constitution and administration of Central Government Industrial Tribunals, Central Government Labour Courts, National Industrial Tribunal.
31. Organisation of Chief Adviser Factories, including Central Labour Institute, Productivity and TWI Centres and Regional Museums of Safety, Health and Welfare.
32. Plantation Labour and administration of Plantation Labour Act.
33. Recruitment, posting, transfer and training of Government Labour Officers.
34. Administration of the Working Journalists (Conditions of Service) and Miscellaneous Provisions Act.
35. Schemes regarding workers' education.
36. Schemes regarding workers' participation in management.
37. Discipline in Industry.
38. Constitution of Wage Boards for individual Industries.
39. Regulation of working conditions of motor transport workers.
40. Evaluation of the implementation of labour laws in the country.

III. ORGANISATION

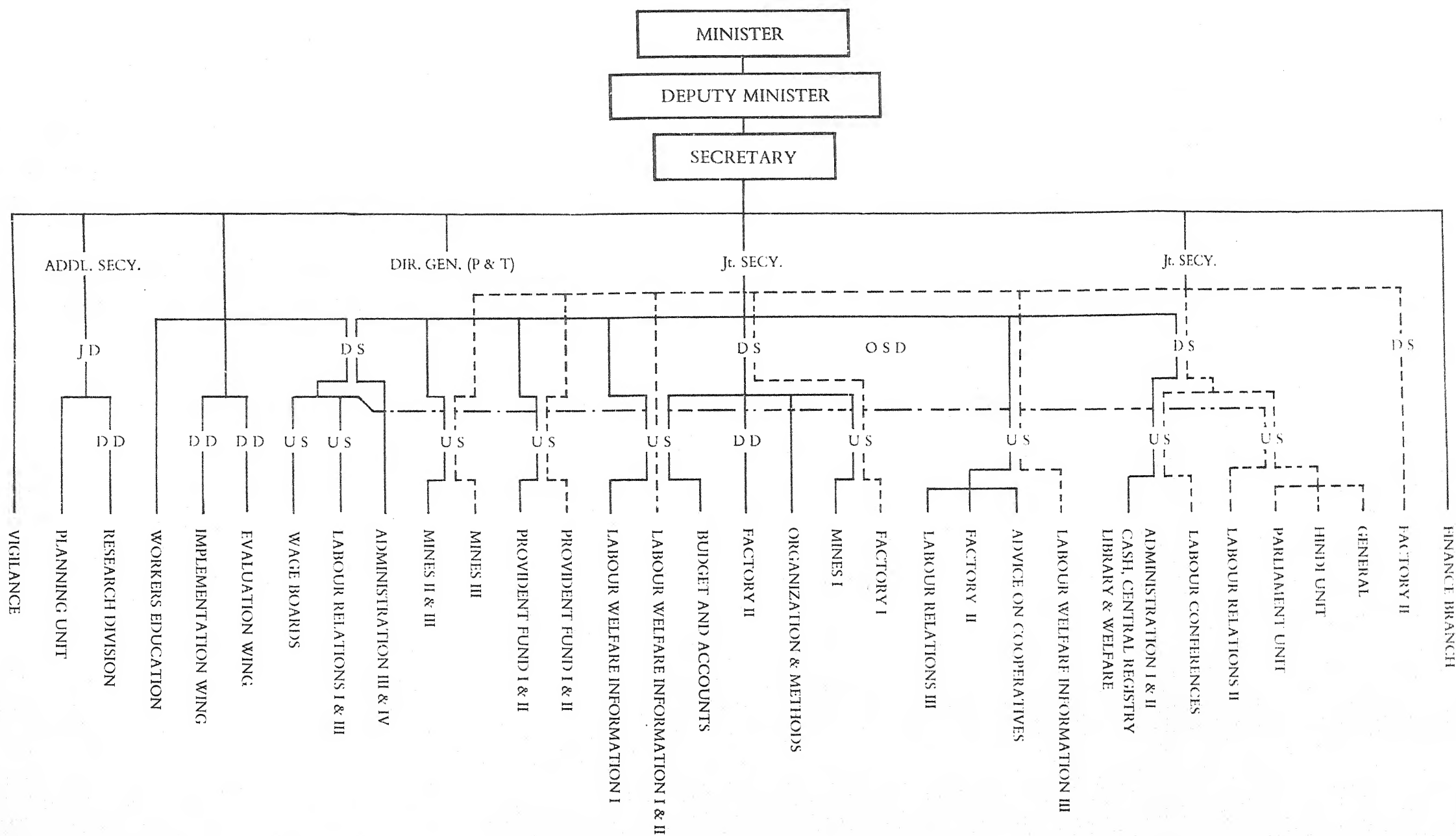
The Department of Labour and Employment consists of a Secretariat, 4 Attached Offices, 24 Subordinate Offices (including the Industrial Tribunals), 10 Statutory Organisations, 2 Semi-Autonomous Bodies and 8 *Ad hoc* Organisations.

SECRETARIAT

Secretary	1
Additional Secretary	1
Joint Secretary	2
Director of Industrial Relations	1
Labour Employment Adviser	1
Officer on Special Duty (Legal)	1
Deputy Secretary	5
Director of Enforcement	1
Assistant Economic Adviser	1
Under Secretary	10
Deputy Director	4
Assistant Director	17
Section Officer	29

DEPARTMENT OF LABOUR AND EMPLOYMENT

AS ON 1-1-1968



The work of the Secretariat of the Department of Labour and Employment is organised in 7 Divisions, *viz.*, the Administration & Accounts, Mines, Factories, Labour Relations, Labour Welfare, Information, and Implementation and Evaluation.

The detailed organisation of the Department is indicated in the chart placed alongside.

IV. ATTACHED OFFICES

1. *Directorate-General of Employment & Training, New Delhi*

The Directorate-General of Employment & Training previously known as the Directorate-General of Resettlement and Employment, was set up in 1945, to assist in the resettlement of the demobilised services personnel and other discharged workers employed in connection with the War. Later, the scope and activities of this Office were extended to providing employment assistance to various other categories. The responsibility for the training of craftsmen and instructors to meet the growing demand for craftsmen in the country was also entrusted to this Organisation. The administration of employment exchanges and training centres was, however, transferred to the State Governments in November 1956. In August 1960, the Directorate-General and Resettlement and Employment was renamed as the Directorate-General of Employment and Training, so as to signify correctly the work handled by the organisation.

The Directorate-General of Employment and Training is presently responsible for development and administration, on a national basis, of programmes relating to employment and vocational training. The administration of the employment exchanges and of the craftsmen training centres now vests with the State Governments, but the Directorate-General of Employment and Training is responsible for laying down of policies, procedures standards and overall coordination of employment and training programmes throughout the country.

The Directorate-General of Employment and Training is headed by the Director-General, who is assisted by a Director of Employment, a Director of Training and other staff.

2. *Office of the Chief Labour Commissioner, New Delhi*

The Chief Labour Commissioner's Organisation was established in 1945, to look after the welfare of employees of the Central Government undertakings and conciliation of industrial disputes in undertakings which are within the sphere of the Central Government. The organisations of the Supervisor of Railway Labour and Conciliation Officer (Railways), and the Labour Welfare Adviser, which were then functioning independently,

were amalgamated with this Office.

Besides giving advice to Government, the Office of the Chief Labour Commissioner is responsible for the implementation of labour laws, labour welfare (except in coal and mica mines) and conciliation in industrial disputes in the Central sphere, *i.e.*, railways, mines, oilfields, major ports, banking and insurance companies (having branches in more than one State), and undertakings owned or controlled by the Central Government.

There are nine regional offices of this Organisation, each under a Regional Labour Commissioner. These offices are located at Ajmer, Asansol, Bombay, Calcutta, Dhanbad, Hyderabad, Jabalpur, Kanpur and Madras. Each Regional Office has a number of Assistant Labour Commissioners and Labour Enforcement Officers under it, who are posted at different places in the region.

3. *Directorate-General, Factory Advice Service, New Delhi*

The Directorate-General, Factory Advice Service, previously called the Office of the Chief Adviser, Factories, was set up in April 1945, to provide advisory service on matters relating to the health, welfare and safety of workers. In November 1965, it was renamed as the Directorate-General, Factory Advice Service and Labour Institutes.

This Organisation is presently concerned with the safety, health and welfare of workers in factories, research in occupational diseases and industrial hygiene, productivity techniques, staff training, industrial physiology and industrial psychology. The Directorate-General has under it four labour institutes, *viz.*, the Central Labour Institute at Bombay and the Regional Labour Institutes at Kanpur, Calcutta and Madras.

The Directorate General is also the administering authority for the Indian Dock Labourers Act of 1934, the Indian Dock Labourers Regulations of 1948 and the Dock Workers (Safety, Health and Welfare) Scheme of 1961. These activities are carried out through the Offices of the Inspector, Dock Safety at Bombay, Calcutta and Madras.

4. *Labour Bureau, Simla*

The Labour Bureau was set up in October 1946, with the following main functions:

- (1) To collect statistics relating to labour and, examine the statistical methods employed by the various agencies with a view to the adoption of uniform and scientific techniques, and to publish these statistics.
- (2) To maintain the cost of living index numbers.
- (3) To edit the Labour Code describing the various labour enactments

and the statutory rules made thereunder, and also the Labour Year Book giving an authoritative description of the labour affairs in this country.

- (4) To bring out, from time to time, publications of labour interest and reports on the working of various labour laws. These publications, in addition to the monthly Labour Journal and the Annual Labour Year Book are published by the Bureau.

The Labour Bureau is headed by a Director. The Director is also the competent authority under the Minimum Wages Act, in respect of undertakings in the Central sphere and in the Union Territories.

V. SUBORDINATE OFFICES

1. *Office of the Director-General of Mines Safety, Dhanbad*

The Directorate-General of Mines Safety, previously known as the Office of the Chief Inspector of Mines (till April 1967), was set up in 1902. It is charged with the following functions:

- (i) Enforcement of the Mines Act and the Regulations, Rules, Bye-laws, etc., made thereunder.
- (ii) Enforcement of the Mines Maternity Benefit Act of 1941 and Rules framed thereunder.
- (iii) Investigation into mine accidents and into cases of explosions, inundations, firer in mines, and for taking suitable remedial measures to prevent recurrence of similar happenings.
- (iv) Inspection of mines and the mechanical and electrical installations thereof, with a view to ensuring safety of persons and prevention of dangerous occurrences in mines.

The Directorate General of Mines Safety has 13 regional offices under it, each headed by a Joint Director of Mines Safety. These are located at Dhanbad (2), Sitarampur (2), Ramgarh, Parasia, Kodarma, Ajmer, Oor-gaum, Warrangal, Digboi, Chaibassa and Shahdol.

2. *Office of the Coal Mines Welfare Commissioner, Dhanbad*

The Office of the Coal Mines Welfare Commissioner was set up in January 1944, for the promotion of various welfare measures among the coal miners. These measures include provision of medical, educational, recreational, housing and drinking water facilities in the various coalfields throughout India.

The Organisation is headed by the Coal Mines Welfare Commissioner, who is also the Chief Executive Officer of the Coal Mines Labour Welfare

Fund. The Fund is made up by levying cess on all coal and coke despatched from collieries by rail or road. A regional office of this Organisation, headed by the Deputy Coal Mines Welfare Commissioner, is located at Jabalpur (M.P.). In addition, Welfare Inspectors have been posted in the various coal fields to look after the welfare activities in their regions.

3, 4 & 5. *Mica Mines Labour Welfare Fund Organisations, Dhanbad (Bihar); Nellore (Andhra Pradesh); and Jaipur (Rajasthan)*

These Organisations have been set up to promote the welfare of labour employed in the mica mining industry. Financial support to the various welfare schemes is provided out of the Mica Mines Labour Welfare Fund, which is made up by levying a custom duty on all mica exported from India.

The Fund is administered through tripartite advisory committees in three regions namely Bihar, Andhra Pradesh and Rajasthan. In Bihar, the Coal Mines Welfare Commissioner is the Chairman of the Advisory Committee and the Welfare Commissioner of the Fund. In Andhra Pradesh, the Collector, Nellore, and in Rajasthan, the Labour Commissioner, Jaipur, are the Chairmen of the Fund as also of the Advisory Committees.

6 to 13. *Offices of the Iron Ore Mines Cess Commissioners, Hyderabad, Bhubaneswar, Bangalore, Jamshedpur, Indore, Nagpur, Udaipur and Panjim*

14 to 18. *Iron Ore Mines Labour Welfare Fund Organisations, Bangalore, Patna, Indore, Panjim and Bhubaneswar*

Iron Ore Mines Cess Commissioners have been appointed for the assessment and collection of cess in each of the iron ore producing States of Andhra Pradesh, Bihar, Madhya Pradesh, Maharashtra, Mysore, Orissa, Rajasthan and the Union Territory of Goa, Daman and Diu. State Government officers are designated as Iron Ore Mines Cess Commissioner in Andhra Pradesh (Deputy Commissioner for Labour), Madhya Pradesh (Labour Commissioner), Maharashtra (Director of Geology and Mining), and Rajasthan (Director of Mines and Geology). Separate organisations exist at other places.

The Iron Ore Mines Labour Welfare Fund is made from the cess collected from the iron ore mines. Five advisory committees have been constituted by the Central Government to administer the Fund. The Advisory Committee at Bangalore cover the iron ore producing areas of Andhra Pradesh and Mysore and the one at Indore cover Madhya Pradesh and Maharashtra; Bihar, Orissa and the Union Territory of Goa, Daman and Diu have separate committees. These committees include an equal number of

members representing the Government, the owners of iron ore mines and the workmen employed in the iron ore mining industry.

19 to 23. *Central Government Industrial Tribunal-cum-Labour Court, Dhanbad (2), Bombay, Calcutta and Jabalpur*

These Industrial Tribunals-cum-Labour Courts have been set up under the provisions of the Industrial Disputes Act, for adjudication of cases in the Central sphere, viz., industrial disputes concerning mines, major ports, railways, banking or insurance companies, etc., and any other industry carried on by or under the authority of the Central Government.

These Courts are each under the charge of a Presiding Officer, who is usually a retired High Court or District and Sessions Judge.

24. *Office of the Controller of Emigrant Labour, Shillong*

The Office of the Controller of Emigrant Labour was set up in 1933, to administer the Tea Districts Emigrant Labour Act of 1932, concerning the recruitment and repatriation of emigrant labour in the tea plantations of Assam.

A Bill for the repeal of the Tea Districts Emigrant Labour Act of 1932 is pending before Parliament and the Office is likely to be wound up soon. The Controller of Emigrant Labour is a part-time Officer of the Assam Government.

VI. STATUTORY ORGANISATIONS

1. *Employees State Insurance Corporation, New Delhi*

The Employees' State Insurance Corporation was set up under the provisions of Employees' State Insurance Act of 1948, to provide for the medical care and treatment of the insured industrial workers, and to give cash allowance to them during sickness, maternity and employment injury and pension to their dependents, if death occurs due to employment injury. The insurance scheme presently cover over 3.4 million workers in 120 industries, spread over 307 centres.

The administrative machinery of the Corporation consists of a three-tier organisation. At the base are the primary units called local offices, responsible mainly for disbursement of benefits and for day-to-day contact with the insured persons. At the intermediate level, there are 15 regional offices, each under a Regional Director, which control and supervise the work of local offices in the region and perform certain direct functions relating to the collection of contributions, inspections of factories and establishments, etc. These regional offices are located at Ahmedabad, Amritsar,

Bangalore, Bombay, Calcutta, Cuttak, Delhi, Guhati, Hyderabad, Indore, Jaipur, Kanpur, Madras, Patna and Trichur. At the apex is the head-quarter office, which lays down broad policies at the national level, issues instructions to the regional and local offices and supervises their working.

2. Office of the Central Provident Fund Commissioner, New Delhi

The Office of the Central Provident Fund Commissioner was set up in November 1962, under the Employees Provident Fund Act, to administer the employees' provident fund scheme framed under the Act. The Office is organised in 15 regional offices, each under the charge of a Regional Provident Fund Commissioner. These regional offices are located at Ahmedabad, Bangalore, Bhubaneshwar, Bombay, Calcutta, Chandigarh, Delhi, Hyderabad, Indore, Jaipur, Kanpur, Madras, Patna, Shillong, Trivandrum.

3. Office of the Coal Mines Provident Fund Commissioner, Dhanbad

The Office of the Coal Mines Provident Fund Commissioner was set up in October 1948, to administer the provident fund of employees in coal mines and ancillary industries, under the provisions of the Coal Mines Provident Fund and Bonus Schemes Act of 1948. The ultimate control over the Fund vests in a tripartite Board of Trustees.

The Organisation has three regional offices under it, which are located at Asansol (West Bengal), Chhindwara (M.P.) and Ramavaram (A.P.). These regional offices are each under the charge of a Regional Commissioner.

4-9. Offices of the Chairmen, Dock Labour Boards, Bombay, Calcutta, Cochin, Madras, Murmugoa and Visakhapatnam

Dock Labour Boards have been set up at the major ports, to administer the Dock Workers (Regulation of Employment) Act and the schemes framed thereunder in the respective ports.

10. Central Coal Mines Rescue Stations Committee, Dhanbad

The Central Coal Mines Rescue Stations Committee was set up in 1939, to establish, maintain and manage rescue stations in coal fields. These stations have been established in almost all the major coalfield in India for carrying out rescue and recovery operations in coal mines in the event of any explosion, out-break of fire, eruption of noxious or inflammable gas, etc. At present, there are eight rescue stations located at Dhanbad (Bihar), Argada (Bihar), Giridih (Bihar), Bokaro (Bihar), Parasia (M.P.), Bijuria (M.P.), Ledo (Assam, and Singareni (A.P.).

VII. SEMI-AUTONOMOUS BODIES

1. *Office of the Chairman, National Council for Safety in Mines, Dhanbad*

The National Council for Safety in Mines was set up in July 1963, to undertake and promote safety education among mine workers and officials through lectures, posters and pamphlets. The Council also grants safety awards to individual workers, etc.

The Chairman of the Council is usually the Director General of Mines Safety. The principal officer of the Council is the Director.

2. *Office of the Director, Central Board for Workers' Education, Nagpur*

The Central Board for Workers' Education was set up in September 1958, to provide training to workers in the techniques of trade unionism and to bring consciousness amongst workers about their responsibilities.

The affairs of the Board are managed by a Board of Governors, comprising the representatives of the Government, workers, employers and the University Grants Commission. The Additional Secretary, Department of Labour and Employment is the Chairman of the Board of Governors. The Director of the Central Board for Workers' Education acts as Secretary of the Board of Governors.

The Central Board for Workers' Education has 30 regional offices under it located at Alwaye, Asansol, Barrackpore, Bangalore, Bhilai, Bombay, Thana, Bhilwara, Calcutta, Chandigarh, Coimbatore, Delhi, Dhanbad, Goa, Hubli, Hyderabad, Indore, Jamshedpur, Kanpur, Kozhikode, Madras, Madurai, Bangalore, Nagpur, Poona, Rourkela, Saharanpur, Tezpur. Tinsukia and Visakhapatnam.

VIII. ADHOC BODIES

1 to 8. *Wage Boards*

Wage Boards are set up to fix a wage structure for different industries on the principle of fair wages.

Out of the 22 Wage Boards set up by the Central Government, so far, 17 have submitted their final reports in respect of undermentioned industries.

- (i) Cotton textile (First and Second)
- (ii) Sugar (First only)
- (iii) Cement (First and Second)
- (iv) Jute
- (v) Tea plantations
- (vi) Rubber plantations
- (vii) Coffee plantations

- (viii) Iron and steel
- (ix) Iron ore
- (x) Limestone and dolomite
- (xi) Working journalists
- (xii) Non-journalist employees of newspapers
- (xiii) Coal mining
- (xiv) Heavy chemicals and fertilizers
- (xv) Engineering industries.

Wage Boards of present, exist of road transport, leather and leather goods industry, electricity undertakings, port and dock workers and the cement industry (second Wage Board).

Besides a Chairman, each Wage Board include two independent members one of whom is an economist and the other an M.P./M.L.A. or some other public figure. The number of representatives of employers and workers is limited to 2 or 3 from each side.

IX. ADVISORY BODIES

1. *Minimum Wages (Central) Advisory Board*

The Minimum Wages (Central Advisory Board is constituted under Section 8 of the Minimum Wages Act of 1948. The Board consists of twelve representatives of employers, twelve representatives of workers in the scheduled employment and twelve independent persons, including the Chairman, who are nominated by the Central and the State Government. The main function of the Board is to advise the Central and State Governments regarding fixation and revision of minimum rates of wages and other matters under the Act and four coordinating such work. The Board was last reconstituted in 1967.

2. *Central Committee on Employment*

The Central Committee on Employment was first set up in 1959, to advise the Department of Labour and Employment on matters relating to employment, creation of employment opportunities and the working of the National Employment Service. The Minister of Labour, Employment and Rehabilitation is the Chairman of the Committee which includes representatives of State Governments and workers' and employers' central organisations; 4 Members of Parliament; and a representative each of the Small Scale Industries Board and the All India Khadi and Village Industries Commission. The Directorate-General of Employment and Training is the Secretary of the Committee. The Committee was last reconstituted in September 1966.

3. *Indian Labour Conference*

The Indian Labour Conference advises on the following matters:

- (i) promotion of uniformity in labour legislation,
- (ii) laying down of a procedure for the settlement of industrial disputes, and
- (iii) labour welfare and maintenance of labour morale.

The membership of the Conference consists of representatives of the central organisations of employers, workers, and the Central and State Governments.

4. *Standing Labour Committee*

The main function of the Standing Labour Committee is to examine and advise on such questions as are referred to it by the Indian Labour Conference or by the Central Government.

The Committee consists of the representatives of the central organisations of workers and employers, the Central Government and the State Governments.

5. *Industrial Committees*

Tripartite Industrial Committees have been set up to consider the labour problems peculiar to particular industries. Industrial Committees have so far been set up for 15 industries, *viz.*, the plantations, coal mining, cotton textiles, jute, mines other than coal, cement, tanneries and leather goods, iron and steel, building and construction, chemical industries, road transport engineering industries, metal trade, electricity, gas and power, and banking industries.

6. *Committee on Conventions*

The Committee on Conventions was set up on the recommendation of the Indian Labour Conference to examine I.L.O. conventions and recommendations, and to suggest measures for their ratification or implementation. The conclusions of this Committee are generally endorsed either by the Indian Labour Conference or the Standing Labour Committee.

The Committee consists of the Labour Secretary (Chairman) and a representative each of employers and workers.

B. DEPARTMENT OF REHABILITATION

A separate Ministry of Relief and Rehabilitation was set up in September 1947, to deal with the problems which arose due to the large scale migration of population between Indian and Pakistan after partition. In about ten years' time, the Ministry was able to complete a major portion of the work assigned to it, and started undertaking measures for its own liquidation. The residuary work, relating to a number of subjects, was progressively transferred, as indicated below, to other concerned Ministries of the Government of India or the State Governments.

1. Evacuee trust and Wakf properties were transferred to the State Governments;
2. Grant of financial assistance to displaced students was transferred to the Ministry of Education;
3. Home and infirmaries were transferred to the Ministry of Home Affairs;
4. Vocational and technical training was transferred to the Ministry of Labour and Employment; and
5. Setting up of industries in the refugee township/colonies was transferred to the Ministry of Commerce and Industry.

In April 1962, the Ministry of Rehabilitation was converted into a Department and was placed under the Ministry of Works, Housing & Supply. In November 1962, the Ministry was renamed as the Ministry of Works, Housing and Rehabilitation. Due to large scale influx of displaced persons from East Pakistan, the Department of Rehabilitation was again converted into the Ministry of Rehabilitation in April 1964. In January 1966, the Ministry of Rehabilitation was made a Department under the Ministry of Labour, Employment and Rehabilitation.

II FUNCTIONS

The following subjects have been allocated to the Department of Rehabilitation:

- 1.* Camps for displaced persons from East Pakistan.
- 2.* Relief for displaced persons (including supplies of medicine, food, clothing and other necessities).
- 3.* Rehabilitation of displaced persons.
- 4.* Assistance to displaced persons from East Pakistan in setting up business or industry including provision of settlement on land.
- 5.* Housing of displaced persons.
- 6.* Setting up of new industries, for providing employment, in places where there are heavy concentrations of displaced persons from East Pakistan.
- 7.* Rehabilitation Industries Corporation.
- 8.* Matters relating to grants-in-aid to educational, medical and cultural institutions.

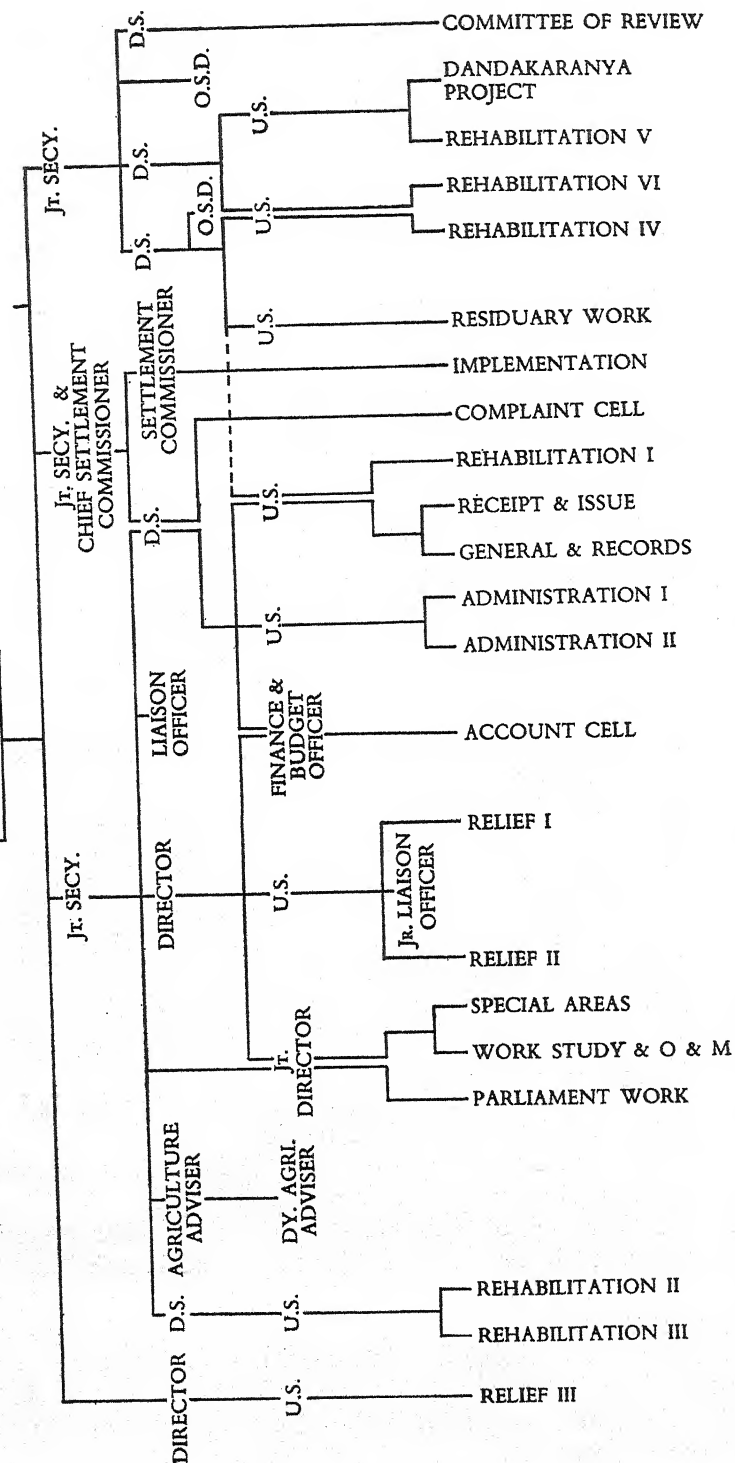
* As regards rehabilitation matters in the states, the Central Government is concerned mainly with questions of policy in respect of the subjects marked with an asterisk and is not directly concerned with administrative and executive details which are the functions of the State Governments, except where camps, rehabilitation colonies, educational institutions, training centres, etc., are directly administered by the Central Government.

- 9.* Training and employment of displaced persons from East Pakistan
10. Management of evacuee property.
11. Evacuee Interest (Separation) Act, 1951.
12. The Transfer of evacuee Deposits Act, 1954.
13. Displaced Persons (Debts Adjustment) Act, 1951.
14. Matters relating to the Goa, Daman Diu Administration of Evacuee Property Act, 1964.
15. All negotiations concerning the evacuee property—movable and immovable of displaced persons from Pakistan left behind by them in Pakistan and restoration of movable property including fire-arms, lockers, safe-deposits, etc.
16. Verification of displaced persons' claims for the immovable property left in West Pakistan.
17. Settlement of verified claims and payment of rehabilitation grants to displaced persons in respect of immovable property left by them in West Pakistan.
18. Valuation and disposal of Government built and evacuee properties.
19. Verification and payment of claims of displaced Government servants of undivided Provinces and servants of States and local bodies in respect of pensions, provident funds, leave salary and security deposits.
20. Rehabilitation of migrants from Pakistan occupied areas of Jammu and Kashmir.
21. Rehabilitation of Muslim migrants who have returned from East Pakistan to West Bengal under the Nehru-Liaquat Pact; rehabilitation of Muslims internally displaced in West Bengal at the time of communal disturbances on the partition of the country; and restoration of mosques and other places of religious worship to Muslims in West Bengal.
22. Dandakaranya Scheme — Integrated development of Dandakaranya area for the rehabilitation of East Pakistan displaced persons and welfare of tribals.
23. Development of such special areas as may be indicated by the Prime Minister from time to time.
24. Relief and Rehabilitation measures for Indian nationals repatriated from Burma, Ceylon and Mozambique.
25. All Attached or Subordinate Offices or other organisations concerned with any of the subjects specified in this list.

III. ORGANISATION

The Department of Rehabilitation consists of a Secretariat and nine Subordinate Offices. There are no Attached Offices under the Department. In addition, there are two public undertakings under the administrative control of the Department.

SECRETARY



SECRETARIAT

Secretary	1
Joint Secretary	3
Director	1
Deputy Secretary	4
Adviser	1
Joint Director	1
Under Secretary	8
Officer on Special Duty	2
Finance Officer	1
Deputy Adviser	1
Hindi Officer	1
Information Officer	1
Section Officer	22

The detailed set up of the secretariat of the Department of Rehabilitation is indicated in the organisational chart on p. 274.

IV. SUBORDINATE OFFICES

1. *Office of the Chief Settlement Commissioner, New Delhi*

The Office of the Chief Settlement Commissioner is concerned with the settlement of claims for compensation of displaced persons from West Pakistan, who left back considerable amount of immovable property. The Office is also responsible for the evaluation of evacuee property and Government built property and their disposal. Most of the work of this Office has been completed and the residual work is being transferred to State Governments on agency basis.

2. *Central Claims Organisation, New Delhi*

The Central Claims Organisation deals with claims for pensions, provident funds, security deposits, etc., of displaced Government servants and ex-employees of princely States and local bodies as also claims for insurance policies and cooperative societies dues of the displaced persons.

3. *Dandakaranya Development Authority, Koraput (Orissa)*

Dandakaranya is a vast undeveloped and sparsely populated area in central India covering Koraput and Kalahandi districts of Orissa and Bastar district of Madhya Pradesh. The Dandakaranya Development Scheme was undertaken in 1958, with the twin object of resettlement of displaced per-

sons from East Pakistan and of integrated development of the area, with particular regard to the promotion of the interests of the tribal population of this area.

The schemes for the development of the area include reclamation of land, setting up of new villages, soil conservation, level terracing, construction of roads and irrigation dams, and provision of water supply and educational and medical facilities. In addition, a large number of industrial and weaving centres have been opened. So far, more than ten thousand families of displaced persons have been resettled in Dandakaranya. Twenty-five per cent of the land reclaimed by the Dandakaranya Development Authority is handed over to the Governments of Orissa and Madhya Pradesh for allotment to landless Adivasis. The tribal resettlement programme is financed by the Dandakaranya Development Authority but is executed by the respective State Governments.

The Dandakaranya Project is administered by the Dandakaranya Development Authority, which was set up in September 1955 and reconstituted in June 1960. The Authority consists of a full-time Chairman and seven other members, including the Chief Administrator, Dandakaranya Project, representatives of the Governments of Madhya Pradesh, Orissa and West Bengal and the representatives of the Government of India from the Ministry of Finance and the Departments of Rehabilitation and Social Welfare. The Chief Administrator is the executive authority for the Project.

4. *Office of the Custodian of Deposits, New Delhi*

The Office is responsible for the custody and disposal of the deposits left by the displaced persons in courts and Court of Wards. The Office is headed by a Custodian.

5 & 6. *Mana Group of Camps, Raipur, and Betapur Camp, Betapur (Andaman)*

The administration of transit and relief camps in States is being carried out by the State Governments, in accordance with the general and specific instructions issued by the Department of Rehabilitation from time to time. The entire expenditure incurred by the State Governments on the provision of relief to migrants is reimbursed to them by the Government of India. In addition, the Government of India is maintaining some central camps, whose expenditure is borne directly by the Government of India.

With the dispersal of migrant families to places of their permanent rehabilitation, the number of camps is getting reduced every year. Presently, the Central Government maintains camps at Dandakaranya, Raipur and Betapur (Andaman). Adequate arrangements have been made in the camps for providing residential accommodation, educational, medical and other

necessary facilities to the migrants who have been resettled there.

7. *Rehabilitation Reclamation Organisation, Jeypore (Orissa)*

The Rehabilitation Reclamation Organisation was set up in November 1964, for the reclamation of forest land placed at the disposal of the Department of Rehabilitation by various State Governments for resettlement of new migrant agriculturist families from East Pakistan. The Organisation has a fleet of 14 fully mechanised units, comprising 208 tractors for reclamation of forest land for agricultural purposes. The Organisation had reclaimed a total area of about 62,500 acres of land by the end of 1967.

8. *Office of the Rashtriya Vikas Dal,
New Delhi*

The Rashtriya Vikas Dal scheme was introduced in November 1964, for providing gainful employment to migrants from East Pakistan pending their permanent rehabilitation and for saving them from prolonged idleness and dependence on doles. The scheme aims at organising a disciplined body of men for the execution of development projects in the country.

The Dal has a strength of 1728 Sahkaris (as on January 1, 1968), who are deployed on various rehabilitation or development works.

9. *Office of the Pay and Accounts Officer,
New Delhi*

This office is responsible for payments and accounting of transactions relating to the Department of Rehabilitation.

VI. PUBLIC UNDERTAKINGS

1. *Rehabilitation Housing Corporation Limited, New Delhi*

The Rehabilitation Housing Corporation was established in September 1951, to provide plots of land at moderate rates for the construction of house for the rehabilitation of displaced persons. The land sold by the Department of Rehabilitation was developed, demarcated and sold by the Corporation.

The authorised capital of the Corporation is Rs. 50 lakhs and the subscribed capital Rs. 6.25 lakhs. The Government of India is the major shareholder of the Corporation, having 80 per cent of the shares and the rest of the shares are owned by the Punjab National Bank.

The Corporation has presently no development projects in hand and it is in the process of being wound up.

2. *Rehabilitation Industries Corporation Limited, New Delhi*

The Rehabilitation Industries Corporation was formed in 1959, to establish industries of its own, to promote and operate scheme for industrial development by setting up industrial estates, and to grant loan and financial assistance to migrants and others for promoting industrial undertakings.

The Corporation, during the first three years of its establishment distributed loans to the existing industries and assisted in setting up a number of industrial estates. In 1961, it decided to start industries on its own and set up units for structural fabrications and production of textiles, shoes, etc.

The authorised capital of the Corporation is Rs. 5 crores, of which Rs. 2.32 Crores have been subscribed by the Government of India till March 31, 1968.

V. ADVISORY BODIES

Board of Rehabilitation

The Board of Rehabilitation was set up in 1968 to advise the Government on matters of policy regarding rehabilitation of displaced persons and repatriates, to evaluate work of the Rehabilitation Industries Corporation and to assist the Government in planning, formulation and execution of important schemes.

STRENGTH OF STAFF

DEPARTMENT OF LABOUR AND EMPLOYMENT

Secretariat	501
Attached Offices	941
Subordinate and Other Offices	5148

DEPARTMENT OF REHABILITATION

Secretariat and Subordinate Offices	10530
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Some of the important publications brought out by the Ministry of Labour, Employment and Rehabilitation are as follows:

Indian Labour Journal (Monthly)
Indian Labour Statistics (Annual)

Indian Labour Year Book (Annual)

Annual Report of the Department of Labour and Employment

Annual Report of the Chief Inspector of Factories

Economic and Social Status of Women Workers in India (1953)

*Report on Intensive Survey of Agricultural Labour, Employment and
Unemployment Wages and Levels of Living (7 Vols.) (1955)*

*Report of the Study Group on Workers' Participation in Management
(1957)*

Minimum Wages (1959)

Opportunities for Technical Training in India (1961)

Industrial Labour (1961)

Census of Central Government Employees (1965)

Rehabilitating the Uprooted (1951)

Dandakarnya (1963)

Annual Report of the Department of Rehabilitation

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Dandakarnya (1963)
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MINISTRY OF FOOD, AGRICULTURE, COMMUNITY DEVELOPMENT & COOPERATION

A COMBINED Ministry of Food, Agriculture, Community Development and Cooperation was created in January 1966, when the Ministry of Food and Agriculture and the Ministry of Community Development and Cooperation were amalgamated.

The Ministry of Food and Agriculture is in the charge of the Minister of Food, Agriculture, Community Development and Cooperation (Minister of Cabinet rank). He is assisted by two Ministers of State and one Deputy Minister. The Ministry is organised in four Departments:

- (A) Department of Food;
- (B) Department of Agriculture;
- (C) Department of Community Development; and
- (D) Department of Cooperation;

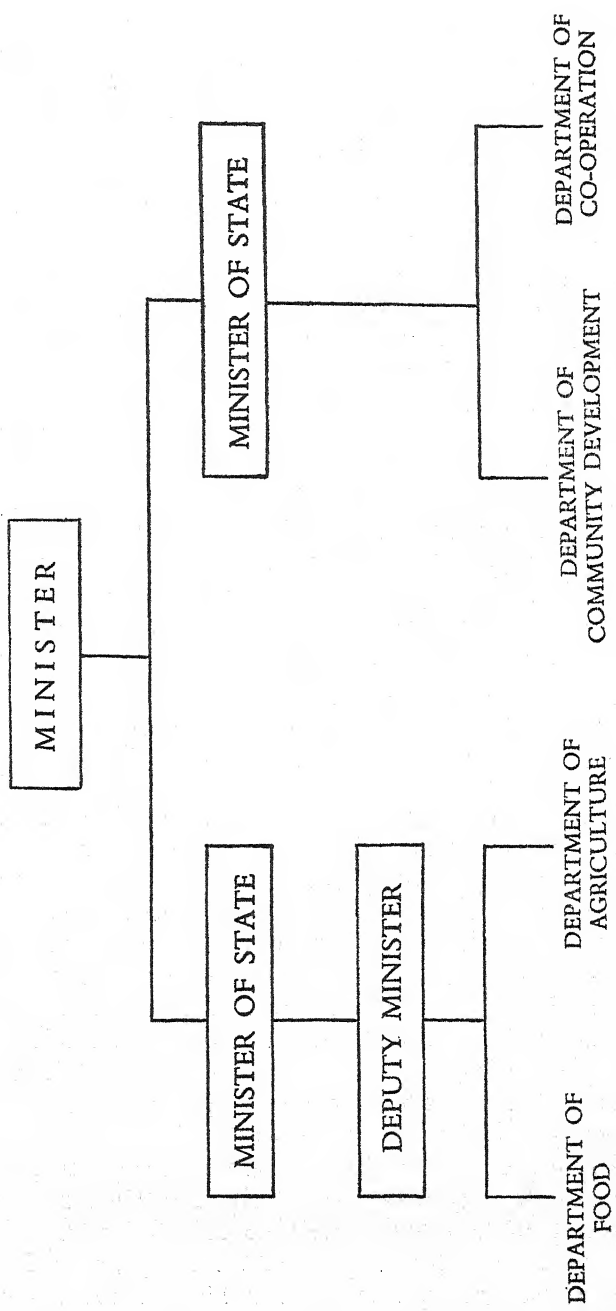
A detailed description of these Departments is given below.

A. DEPARTMENT OF FOOD

A separate Department of Food was constituted in December 1942, to tackle the precarious food situation which the country was facing at that time as a result of the second world war and a combination of other causes. Owing

MINISTRY OF FOOD, AGRICULTURE, COMMUNITY DEVELOPMENT AND CO-OPERATION

AS ON 1-9-69



to the imposition earlier of a maximum wholesale price for wheat, stocks of wheat went underground and black-marketing and smuggling ensued. But more serious trouble arose with the stoppage of rice imports from Burma during the War. The situation got aggravated due to the Midnapore cyclone in Bengal and wide-spread failure of crops in Southern India during 1942. The problem of feeding the people could no longer be treated as a local matter. The Central Government had, therefore, to step in to ensure that the overall shortage of foodgrains throughout the country was shared alike by all and this could only be done by procurement and movement of foodgrains from surplus to deficit areas by a centralised organisation.

The Food Department was placed under the Commerce Member of the Governor-General's Executive Council. The functions of the Department fell under four heads, *viz.*, Basic Plan, Procurement, Price Control and Rationing. The Department consisted of two units, *viz.*, a policy-making Secretariat and an executive Directorate. The Secretariat dealt with general policy, planning, finance and control over Provincial food administration, normal to a Department of the Central Government, in accordance with the rules of business. It consisted of separate sections to deal with the four main branches of policy and administration. A Rationing Adviser was also attached to the Secretariat. The Directorate-General of Food was made responsible for procurement, movement, storage and distribution of foodgrains for civilian needs. Supply of foodstuffs for the defence services (against Quarter Master General's indents) was also made by this Directorate. The Office of the Sugar Controller for India was also set up as an Attached Office of the Food Department. In addition, six Regional Food Commissioners were appointed to keep liaison with Provincial Governments and the Governments of the princely states, as also to handle clearance of imports at the ports.

Early in 1943, complete control over procurement, movement and distribution of foodgrains was enforced. In August 1943, a separate Food Member was appointed to the Governor-General's Council. In 1946, certain items of work, *viz.*, storage, inspection and statistical work common to the Department of Food and the Department of Agriculture were combined and placed under a common Services Directorate. The storage and inspection work relating to controlled foodgrains was, however, restored to the Department of Food after a few months.

The Department of Food was redesignated as the Ministry of Food in August 1947. It continued to be a separate Ministry till 1951, when the Ministry of Food and Agriculture was formed, and it was made a Department under the new Ministry. In October 1956, the Ministry of Food and Agriculture was again split into two Ministries. But this arrangement lasted for a short period and in April 1957, the two Ministries were again combined to form the Ministry of Food and Agriculture, which was organised in two Departments.

In January 1966, the Ministry of Community Development and Co-operation was amalgamated with the Ministry of Food and Agriculture. On the reorganisation of the Indian Council of Agricultural Research in April 1966, the various institutes under the Department of Food engaged on fisheries and sugarcane development were transferred to the Council.

II. FUNCTIONS

The Department of Food is responsible for the following functions:

I. The subjects which fall within List I of the Seventh Schedule to the Constitution of India:

1. Purchase of foodstuffs for civil and military requirements and their disposal.
2. Operation of Indo-US. agreement on relief supplies, 1951 and other similar agreements and matters connected with the distribution of relief supplies coming thereunder.
3. Participation in international conferences, associations and other bodies concerning food, *e.g.*, International Wheat Council, International Sugar Council—and implementation of decisions made thereat.
4. Entering into treaties and agreements with foreign countries and implementing of treaties, agreements, conventions with foreign countries relating to trade and commerce in foodgrains and other foodstuffs.
5. Hiring and acquisition of godowns for storage of foodgrains including sugar; taking on lease or acquiring land for construction of foodgrain godowns.
6. Inter-State trade and commerce in respect of foodgrains and other foodstuffs including sugar and vanaspati.
7. Industries, the control of which by the Union is declared by Parliament by law to be expedient in public interest, as far as these relate to food (including fruit) processing industries, sugar and vanaspati (including development of gur and Khandsari).
- 7A. Central Warehousing Corporation and the State Warehousing Corporations.

II. The subjects which fall within List III of the Seventh Schedule to the Constitution of India (as regards legislation only):

8. Trade and commerce in and supply and distribution of foodgrains.
9. Trade and commerce in and the production, supply and distribution of sugar, vanaspati and foodstuffs other than foodgrains.

10. Price control of foodgrains, foodstuffs, sugar and vanaspati.
- 10A. Indian People's Famine Trust.

III. The subjects detailed in Parts I & II as well as the Food Administration of Union Territories.

IV. General and Consequential:

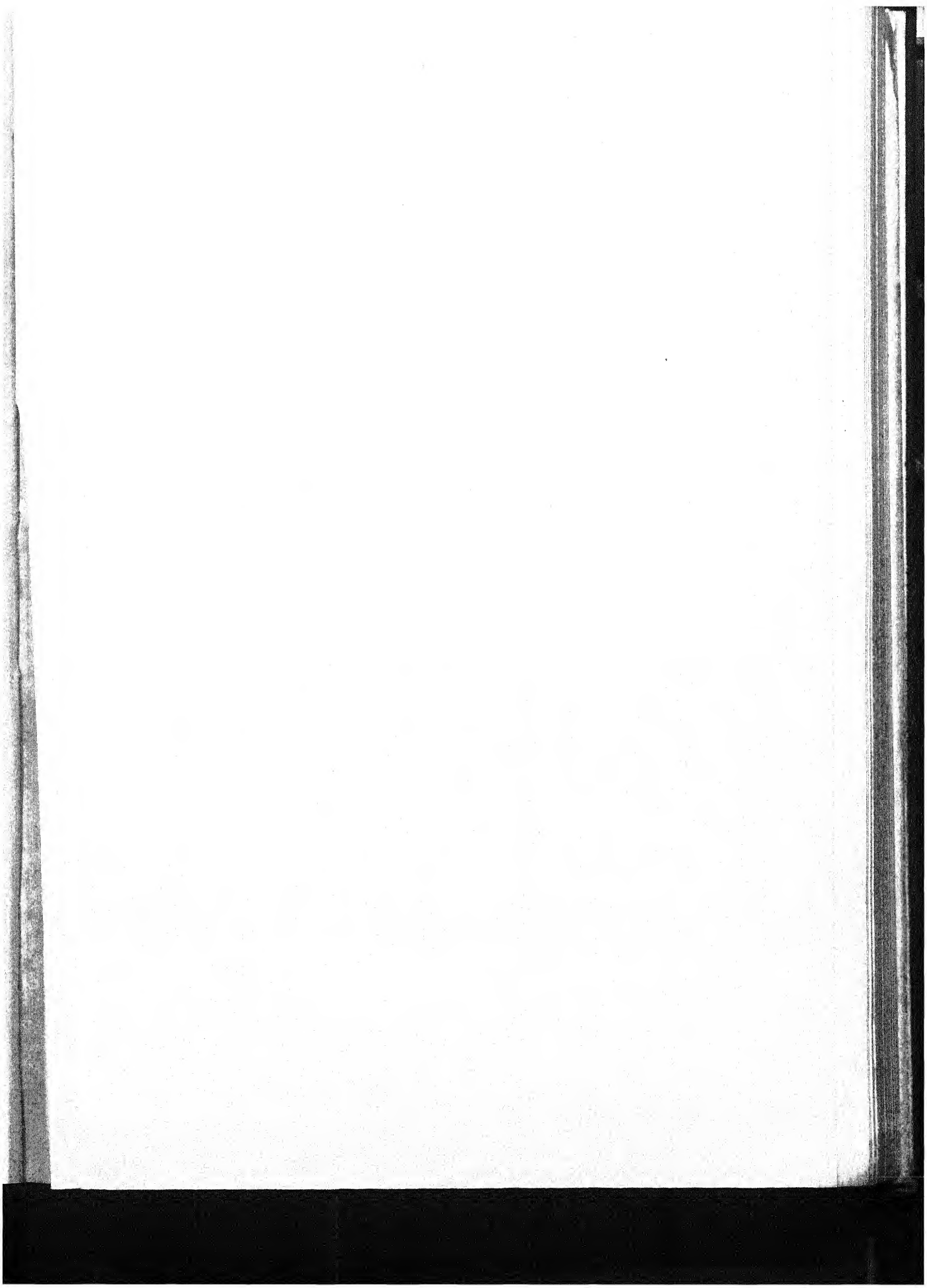
11. Matters relating to the following offices:
 - (i) Subordinate Offices under the Department of Food.
 - (ii) Directorate of Sugar and Vanaspati, New Delhi.
12. Matters relating to the Development Council for Sugar Industry, New Delhi.
13. Offences against laws with respect to any of the subjects allotted to this Department.
14. Inquiries and statistics for the purposes of any of the subjects allotted to this Department.
15. Fees in respect of any of the subjects allotted to this Department except fees taken in a court.
16. Refrigeration and cold-storage facilities for fruit.

III. ORGANISATION

The Department of Food consists of a Secretariat, one Attached Office and eight Subordinate Offices. In addition, there are two public undertakings under the administrative control of the Department.

SECRETARIAT

Secretary	1
Joint Secretary	3
Adviser	1
Deputy Director General of Food	2
Chief Director	2
Deputy Secretary	4
Director/Executive Director	7
Joint Director	1
Chief Cost Accounts Officer	1
Deputy Technical Adviser	4
Superintending Engineer	1
Special Officer	1
Under Secretary	13
Assistant Technical Adviser	4
Executive Engineer	3

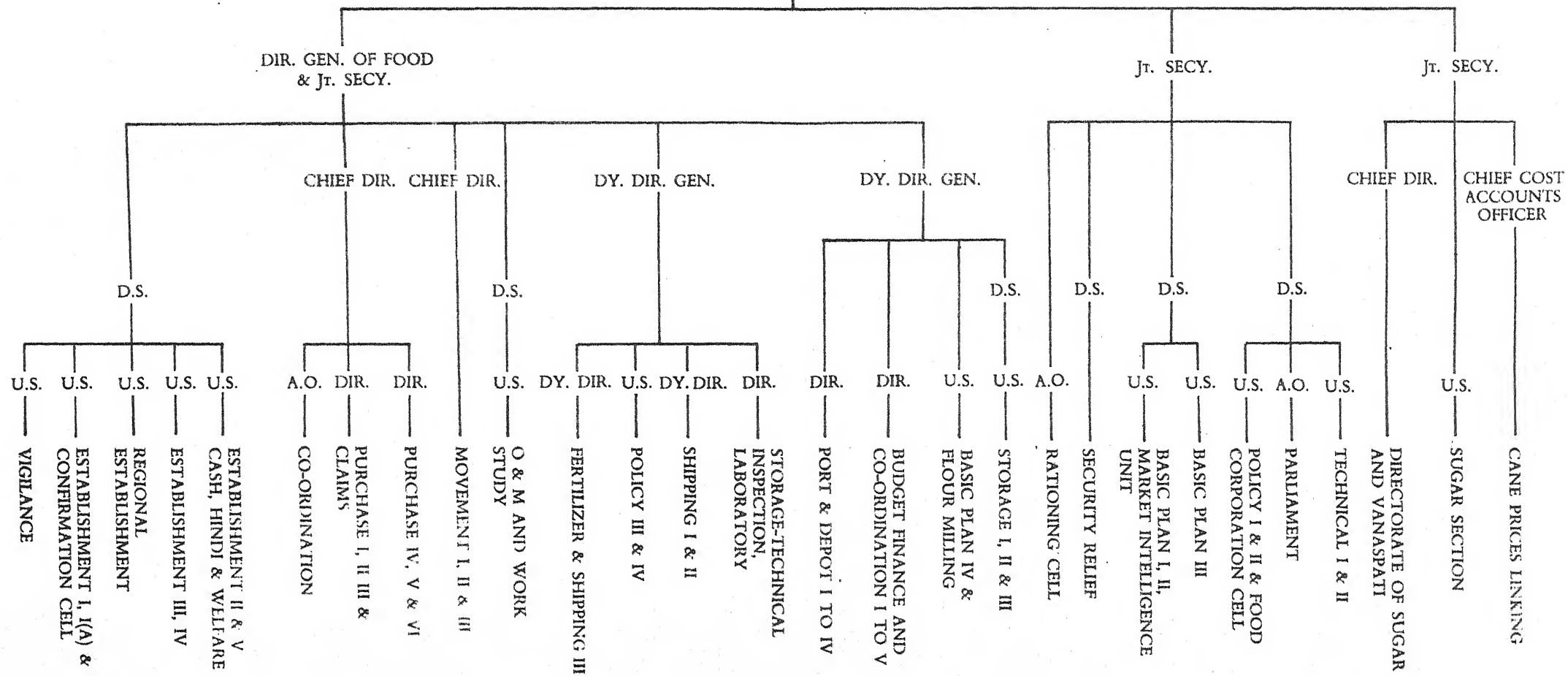




DEPARTMENT OF FOOD

AS ON 1-10-68

SECRETARY



quality specification has also been prescribed under the Control Order and all the vanaspati produced in the country is required to conform to the same. Vanaspati Inspectors regularly visit the factories and collect samples for analysis.

The Sugar and Vanaspati Directorate is under the charge of the Joint Secretary and Vegetable Oil Products Controller for India. He is assisted by a Chief Director, an Additional Chief Director, three Directors and other technical and secretarial staff.

V. SUBORDINATE OFFICES

1. *National Sugar Institute, Kanpur*

The National Sugar Institute provides courses in sugar technology, sugar boiling, industrial fermentation and alcohol technology, and manufacturing chemistry. Apart from awarding Diplomas and Certificates for these courses, the Institute also admits students for Ph.D. course. The Institute also takes up fundamental and applied research on various aspects of sugar and the utilisation of byproducts. In addition, the Institute renders technical advice to the Central and State Governments on matters relating to sugar.

The National Sugar Institute is headed by a Director.

2. *Grain Storage, Training and Research Centre, Hapur*

The Grain Storage, Training and Research Centre is responsible for training as well as research in scientific methods of storage and inspection of food grains. The research activities of the Centre include: (a) work on new fermigants, fermigation techniques and protective insecticidal treatments, (b) studies on storability of foodgrains, and (c) studies on behaviour of grains in different storage structures.

The Centre is headed by a Director.

3-4. *Offices of the Food Attaches, Embassy of India, Rangoon and Bangkok*

The Offices of the Food Attaches are responsible for various matters connected with the import of rice from Burma and Thailand.

5-8. *Office of the Joint Technical Adviser, Bombay and Offices of Deputy Technical Adviser, New Delhi, Calcutta and Madras*

These Offices of Technical Advisers are responsible for development and popularisation of subsidiary foods and allied matters concerning conservation and effective utilisation of food.

VI. PUBLIC UNDERTAKINGS

1. *Central Warehousing Corporation, New Delhi*

The Central Warehousing Corporation was originally set up as a statutory corporation under the Agricultural Produce (Development and Warehousing) Corporation Act of 1956. With the enactment of the Warehousing Corporation Act in 1962, the scope and functions of the Corporation has been enlarged. The Corporation is responsible for acquiring and building godowns and warehouses at suitable places and for running them for storing agricultural produce, seeds, fertilisers, agricultural implements and notified commodities. The Corporation also subscribes to the share capital of State Warehousing Corporations and acts as the agent of the Government of India for the purchase, sales, storage and distribution of agricultural produce, seeds, fertilisers, etc.

The authorised capital of the Corporation is Rs. 20 crores and the subscribed capital Rs. 8.74 crores, as on March 31, 1968. The subscribed capital is shared by the Government of India (Rs. 6.79 crores) and the State Bank of India, scheduled banks, insurance companies and financial institutions. In addition, the Corporation has received a loan of Rs. 7.69 crores till March 31, 1968. The total investment of the Corporation in the share capital of the State Warehousing Corporation established in different States up to March 31, 1968, was Rs. 3.13 crores.

2. *Modern Bakeries (India) Limited, New Delhi*

The Modern Bakeries (India) Limited was set up in October 1965 for the development of bakery industry on sound and scientific lines and for the improvement of nutritional standards in India. Six bakery units, offered by the Government of Australia to the Company as gift, under the Colombo Plan, have been set up at Ahmedabad, Bombay, Calcutta, Cochin, Delhi and Madras. The Canadian Government has also offered three bakery units as gift, under the Colombo Plan and these will be located at Bangalore, Hyderabad and Kanpur.

The authorised capital of the Company is Rs. 1 crore and the subscribed capital Rs. 80 lakhs, as on March 31, 1968. The entire capital is subscribed by the Government of India except a nominal share of Rs. 1000 each allotted to the participating States of Maharashtra, Gujarat, West Bengal, Kerala, Tamil Nadu, Delhi Administration and the Food Corporation.

3. *Food Corporation of India, New Delhi*

The Food Corporation of India was established in January 1965, under the Food Corporation Act of 1964. The Corporation is responsible for

purchase, shortage and sale of foodgrains, groundnut and groundnut oil and manufacture of processed foods and their distribution. The Corporation also deals with the problem of modernising food marketing and processing in the country and with this end in view it has established modern rice mills and mechanical paddy dryers, and is producing and distributing 'Bal-Ahar', a nutritious protein-rich food for children.

With a view to ensuring a greater degree of supervision, coordination and expeditious decision making, the Corporation has set up 4 regional offices at New Delhi, Calcutta, Bombay and Madras and 76 district offices at various places. The total equity capital provided by the Government of India to the Corporation until March 31, 1968, amounted to Rs. 14.96 crores. In addition, it has received a loan of Rs. 39 crores from the Government till that date.

VII. ADVISORY BODIES

1. *Vegetable Oil Products Advisory Committee*

The Vegetable Oil Products Advisory Committee advises the Vegetable Oil Products Controller for India on all matters, other than those of a purely technical nature, relating to the smooth functioning of vanaspati factories and the development of the vanaspati industry in general.

The Vegetable Oil Products Controller for India acts as the Chairman of the Committee. Six representatives from the vanaspati industry, nominated by the Government of India are its members. The Deputy Director (Vanaspati), Department of Food, is the Secretary of the Committee.

2. *Vegetable Oil Products Technical Committee*

The Vegetable Oil Products Technical Committee advises the Vegetable Oil Products Controller for India on matters of technical nature relating to quality control over vanaspati and other allied matters.

The Chief Director (Sugar and Vanaspati), Department of Food, acts as the Chairman of the Committee. Seven technical experts nominated by the Government of India, including four from the vanaspati industry and one representative from the Department of Health, are its members.

3. *Development Council for Sugar Industry*

The Development Council for Sugar Industry advises the Government on targets of production and coordinated production programmes. It also suggests measures to improve efficiency of sugar factories.

The Joint Secretary, Department of Food, acts as the Chairman of the Council, which comprises twenty members, including the representatives

of the Industry Association. The Secretary, Development Council for Sugar Industry, is the Member Secretary of the Council.

4. *Advisory Board Attached to National Sugar Institute, Kanpur*

The main functions of this Advisory Board are to examine the progress of work done at the National Sugar Institute and to advise on its programmes.

The Secretary, Department of Food, acts as the Chairman of the Advisory Board. A representative of the Government of India (Chief Industrial Adviser and *ex-officio* Joint Secretary to the Government of India) is also a member of the Board. The Director, National Sugar Institute is the convener of the Board.

B. DEPARTMENT OF AGRICULTURE

A separate Department of Revenue and Agriculture was set up in the Government of India in 1871, "to take cognizance of all matters affecting the practical improvement and development of the agricultural resources in the country". Earlier the work pertaining to agriculture was the responsibility of the Home Department. The newly created Department, however, could not do much towards agricultural development, due to a number of miscellaneous subjects having been assigned to it, as also for lack of cooperation from the Provincial Governments. Accordingly, in 1878, the Department was re-absorbed in the Home Department.

The question of a separate Department of Agriculture was revived in 1880, when the Famine Commission strongly recommended in its report for the setting up of a separate Department of Agriculture at the Centre and similar Departments in the Provinces. The Secretary of State for India supported this recommendation and the Department of Revenue and Agriculture was reconstituted in 1881, by separating the same from the charge of the Home Department. In 1901, the posts of Inspector-General of Agriculture, Imperial Mycologist and Imperial Entomologist were created in the Department, mainly to advise the agriculturists and to promote basic research in agricultural sciences for the overall improvement of Indian agriculture. When Lord Curzon took over as the Governor-General of India, he took active interest in the improvement of Indian agriculture and his despatch of 1903 marked the commencement of the re-organisation in the work and activities of the Department. Lord Curzon's scheme also provided for a Central Agricultural Research Institute at Pusa (Bihar), properly staffed Provincial Departments of Agriculture as well as agricultural colleges and research institutes, and an experimental farm in each of the important agricultural tracts. In 1923, in the interest of economy and efficiency, the portfolios of Education, Health, Revenue and Agricul-

ture were combined to form the Department of Education, Health and Lands.

The report of the Royal Commission on Agriculture of 1928 laid further emphasis on devising suitable methods for infusing agricultural research in India. The Commission recommended for the setting up of an agricultural research council, to promote, guide and coordinate agricultural research, including veterinary research, and to link it with agricultural research in other parts of the world. The recommendation was accepted by the Government and the Imperial Council of Agricultural Research (now known as the Indian Council of Agricultural Research) was established in 1929, as a registered society under the Registration of Societies Act of 1860.

In 1945, the Department of Education, Health and Lands was trifurcated into the Department of Agriculture, the Department of Education and the Department of Health. The Department of Agriculture was redesignated as the Ministry of Agriculture in August 1947. In January 1951, the Ministry of Agriculture was combined with the Ministry to Food to form the Ministry of Food and Agriculture. In October 1956, the Ministry of Food and Agriculture was split into two Ministries, and in April 1957 they were again combined. In January 1966, the Ministry of Community Development and Cooperation was merged with the Ministry of Food and Agriculture to form the Ministry of Food, Agriculture, Community Development and Cooperation.

II. FUNCTIONS

I. The following subjects which fall within List I of the Seventh Schedule to the Constitution of India:

1. Liaison with International Agri-organisations like Food and Agriculture Organisation of the United Nations, handling of CARE goods concerning agriculture etc.
2. Participation in international conferences, associations and other bodies concerning agriculture and implementation of decisions made thereat.
3. Convention on Locust Control.
4. Plant Quarantine.
5. Insurance (Corp and Cattle insurance).
6. Industries the control of which by the Union is declared by Parliament by law to be expedient in public interest, as far as these relate to:
 - (a) Processing of certain agricultural products (Milk, Ghee and milk-power) and refrigeration;
 - (b) Development of agricultural industries including machinery, fertiliser, seeds and cattle-feed with the limitation that in regard to the development of agricultural industries including

machinery and fertiliser, the functions of the Department of Agriculture do not go further than the formulation of demands and the fixation of targets; and

(c) Shellac Industry.

7. Fishing and fisheries, inland and marine, and processing of fish for industrial purposes.
8. Fishing and fisheries beyond territorial waters (including Deep Sea Fishing Station, Bombay).
9. Fundamental research including coordination and higher education in Agriculture, Animal Husbandry, Dairying, Forestry and Fisheries.
10. Coordination and determination of standards in institutions for higher education or research and scientific and technical institutions insofar as it relates to food and agriculture including animal husbandry and dairying.
11. Agricultural and Livestocks census.
12. All India Services: Indian Agricultural Service; Indian Forest Service.
13. Cesses for financing the Indian Council of Agricultural Research and the Commodity Research and Development programmes, other than those relating to tea, coffee and rubber.

II. The following subjects which fall within List III of the Seventh Schedule to the Constitution of India (as regards legislation only):

14. Adulteration of Agricultural Products other than foodstuffs.
15. Economic Planning (Agricultural Economics & Statistics).
16. Professions (Veterinary Practice).
17. Prevention of the Extension from one State to another of infectious or contagious diseases or pests affecting animals or plants including locusts.
18. Price control of agricultural commodities except foodgrains, Sugar, Vanaspati, Jute, Cotton and Tea.
19. Administration of Land Acquisition Act, 1894, and other matters relating to acquisition of land for the purposes of the Union.
20. Recovery of claims in a State in respect of taxes and other public demands, including arrears of land revenue and sums recoverable as such arrears, arising outside that State.
21. Pattern of financial assistance to various States undertaking Dairy Development Schemes either through their own agencies or through the Cooperative Unions.
22. Prevention of Cruelty to Animals.

III. For Union Territories the subjects mentioned in Parts I and II above, so far as they exist in regard to these Territories and in addition the

following subjects which fall within List II of the Seventh Schedule to the Constitution of India:

23. Agriculture including agricultural education and research protection against pests and prevention of plant diseases.
24. Land, that is to say rights in or over land, and tenures including the relation of landlord and tenant, and the collection of rents transfer and alienation of land and improvement and agricultural loans, excluding acquisition of non-agricultural land for buildings and towns planning improvements.
25. Land revenue, including the assessment and collection of revenue, the maintenance of land records, survey for revenue purposes, and records of rights and alienation of revenues.
26. Preservation, protection and improvement of stocks and prevention of animal diseases; veterinary training and practice.
27. Forests—Forest Policy including wild life preservation; and all matters relating to forests and forest administration insofar as Andaman and Nicobar Islands are concerned.
28. Courts of Wards.
29. Duties in respect of succession to agricultural land.

IV. General and Consequential:

30. All matters relating to foreign aid received from foreign countries and International Organisations insofar as agriculture and allied subjects are concerned, including all matters relating to assistance afforded by India to foreign countries in the field of agriculture and allied subjects.
31. Agriculture and horticulture including (a) Irrigation for agricultural purposes, (b) Minor and emergency irrigation works including tube-wells, (c) Ground Water Exploration.
32. Bio-aesthetic Planning.
33. Animal Husbandry including (a) pounds and cattle trespass; (b) protection of wild birds and animals; (c) cattle utilisation and slaughter.
34. Agricultural Production—Grow more food and fodder.
35. Land Reclamation.
36. Development of Cotton and Jute.
37. All India Soil and Land Use Survey.
38. Financial assistance to State Soil Conservation and Forestry Development Schemes.
39. Fertilisers and Manures (Formulation of Demands, fixation of targets and distribution of fertilisers).
40. Administration of (a) Fertiliser (Control) Order, 1957, and

(b) Fertilizer (Movement Control) Order, 1960.

41. Agricultural Implements and Machinery.
42. Organisation and development of Extension education and training in the country.
43. Intensive Agricultural District Programme.
44. Intensive Agricultural Areas.
45. Crop campaigns, crop competitions and farmers' organisations.
46. Agricultural markets and marketing and merchandise marks under the Agriculture Produce (Grading and Marking) Act.
47. Refrigeration and Cold Storage facilities for fish, potatoes and other similar commodities.
48. Schemes received from States and Union Territories for the settlement of landless agricultural labourers.
49. Mechanised Farms.
50. All Attached and Subordinate offices or other organisations concerned with any of the subjects specified in this list.
51. Public Sector Projects falling under the subjects in this list except such projects as are specifically allotted to any other Department.
52. Offences against laws with respect to any of the subjects allotted to this Department.
53. Inquiries and statistics for the purposes of any of the subjects allotted to this Department.
54. Fees in respect of any of the subjects allotted to this Department except fees taken in a court.

III. ORGANISATION

The Department of Agriculture consists of a Secretariat, four Attached Offices and fifty-three Subordinate Offices. In addition, there are two public undertakings under the administrative control of the Department. The Secretariat of the Department of Agriculture is headed by a Secretary, who is also Secretary in the Departments of Community Development and Co-operation. The other secretariat staff comprises:

Additional Secretary	3
Director General, Indian Council of Agricultural Research & <i>ex-officio</i> Additional Secretary	1
Director General of State Farms & <i>ex-officio</i> Additional Secretary	1
Deputy Commissioner of State Farms	1
Joint Secretary	7
Inspector-General of Forests & <i>ex-officio</i> Joint Secretary	1
Additional Director-General, State Farms	1

Deputy Secretary	11
Joint Commissioner & <i>ex-officio</i> Deputy Secretary	1
O & M Officer	1
Under Secretary	18
Section Officer	50

The Secretariat of the Department of Agriculture also include a number of technical units. These technical units, called Divisions, are manned by specialists in various branches of agriculture, animal husbandry, etc. Each of these units is headed by a Commissioner (or a Joint Commissioner), who is assisted by Deputy Commissioners, Assistant Commissioners and Technical Officers. Presently, the technical units under the Department of Agriculture are: the Animal Husbandry Division, Crop Division, Fertiliser and Manure Division, Fisheries Division, Forest Division, Irrigation Division, Machinery Division, Soil Conservation Division, Water Utilisation and Management Unit, Publicity Division, and the Central State Farms Division.

IV. ATTACHED OFFICES

1. *Indian Council of Agricultural Research, New Delhi*

The Imperial Council of Agricultural Research was established in 1929 as a registered body under the Registration of Societies Act, on the recommendation of the Royal Commission on Agriculture, which was appointed in 1926 to examine and report on the condition of agriculture and the rural economy of the country, with particular reference to the measures being taken for the promotion of agriculture and veterinary research and education. The Council functioned through a Governing Body and an Advisory Board. Later in 1940-41, a number of other committees, including the Standing Finance Committee, Scientific Committee and the Regional Committee were set up to assist in the work of the Council. The name of the Council was changed to the Indian Council of Agricultural Research in 1947.

In April 1966, the Indian Council of Agricultural Research was re-constituted and made responsible for a large number of agricultural research institutes which hitherto functioned as Subordinate Offices of the Departments of Food and Agriculture. The following research institutes are presently working under the Council: (1) Indian Agricultural Research Institute, New Delhi; (2) Indian Veterinary Research Institute, Izatnagar (Uttar Pradesh); (3) National Dairy Research Institute, Karnal (Haryana); (4) Central Potato Research Institute, Simla (Himachal Pradesh); (5) Central Rice Research Institute, Cuttack (Orissa); (6) Central Arid Zone Research Institute, Jodhpur (Rajasthan); (7) Indian Grassland & Fodder

Research Institute, Jhansi (Uttar Pradesh); (8) Central Tuber Crops Research Institute, Trivandrum (Kerala); (9) Central Sheep & Wool Research Institute, Avikanagar (Rajasthan); (10) Technological Research Laboratory (Cotton), Bombay; (11) Jute Agricultural Research Institute, Barrackpore (West Bengal); (12) Technological Research Laboratory (Jute), Calcutta; (13) Central Tobacco Research Institute, Rajahmundry (Andhra Pradesh); (14) Central Coconut Research Station, Kayangulam (Kerala); (15) Central Coconut Research Station, Kasaragod (Kerala); (16) Central Arecanut Research Station, Vittal (Mysore); (17) Indian Lac Research Institute, Ranchi (Bihar); (18) Central Inland Fisheries Research Institute, Barrackpore (West Bengal); (19) Central Marine Fisheries Research Institute, Mandapam Camp (Tamil Nadu); (20) Central Institute of Fisheries Technology, Ernakulam (Kerala); (21) Sugarcane Breeding Institute, Coimbatore (Tamil Nadu); (22) Indian Institute of Sugarcane Research, Lucknow (Uttar Pradesh); (23) Institute of Agricultural Research Statistics, New Delhi; (24) Institute of Horticultural Research, Bangalore (Mysore); and (25) Central Soil Salinity Research Institute, Hissar (Haryana).

The Council is also responsible for the Soil Conservation, Research, Demonstration and Training Centres which have been set up at Dehradun, Kota, Ootacamund, Bellary, Vasad (Gujarat), Chandigarh, Agra and Hyderabad.

In the field of agricultural education the Indian Council of Agricultural Research provides assistance to agricultural universities and colleges for their development programmes, for improving the quality and standards of teaching, for purchase of books, equipment, etc.

The Minister of Agriculture in the Union Council of Ministers is the President of the Indian Council of Agricultural Research. The Director-General of the Council, who is also *ex-officio* Additional Secretary to Government, is the principal executive officer and Vice-President of the Council. The supreme decision-making and executive authority of the Council is its Governing body, presided over by the President of the Council. The Governing Body, pre-eminently a body of scientists, is responsible for deciding research policy and programmes. It also controls the funds of the Council. The Governing Body is assisted by a Standing Finance Committee, an Advisory Board and four Standing Committees, one each for Agricultural Research, Animal Sciences Research, Agricultural Education and Agricultural Economics, Statistics, Marketing. Further, there are a number of Scientific Panels under the Council to review research projects and make recommendation to the respective Standing Committee.

The Council is financed by the Government of India by out-right grants-in-aid and payment of receipts of cess collected in the form of duties, and excise and customs imposed on various agricultural produce.

2. *Directorate of Economics and Statistics, New Delhi*

The Directorate of Economics and Statistics deals with all agro-economic problems, including the preparation of memoranda on current issues of agro-economic policy, preparation of periodical or *ad hoc* statements and/or reports for the use of the Departments of Food and Agriculture, and the collection, compilation and dissemination of agricultural intelligence covering the different agricultural groups, etc.

The Directorate of Economics and Statistics is headed by the Economic and Statistical Adviser.

3. *Directorate of Marketing and Inspection, Nagpur*

The Directorate of Marketing and Inspection is responsible for improving marketing facilities for agricultural produce, both crops and animal husbandry products, and thereby to improve the economic conditions of the producers in India. The Directorate conducts marketing investigations and surveys of agricultural and other products. It also carries on quality control work under the Agricultural Produce (Grading and Marking) Act and the Fruit Products Order. It also promotes development of agricultural marketing by advising and coordinating the activities of the States in this field. The Directorate advises the Government of India on marketing and promotion of exports of agricultural commodities.

The Directorate of Marketing and Inspection is headed by the Agricultural Marketing Adviser.

4. *Directorate of Plant Protection, Quarantine and Storage, Faridabad*

The Directorate of Plant Protection, Quarantine and Storage was established in May 1946, for taking steps to coordinate the activities of the various States regarding the control of serious pests and diseases and assisting them in the development of plant protection work. The Locust Warning Organization, which was set up in 1939, was merged with this Directorate. The main functions of this Directorate are as follows:

- (a) Organising campaigns against migratory pests of all-India importance, *e.g.*, locusts, birds, etc., and diseases of agricultural crops such as rusts, smuts, bunts, etc.;
- (b) Preventing the entry into India of new pests and diseases carried by imported plant materials by sea, air and land routes;
- (c) Regulating, in cooperation with the State authorities, the inter-State movements of plants so as to prevent the spread of pests and diseases to new areas;

- (d) Regulating the importation of parasites for the control of crop pests; and
- (e) Providing assistance to States in carrying out field operations against pests and diseases by providing timely information about their outbreaks.

With a view to supplementing the resources of the State plant protection organisations, a number of plant protection equipment stations have been established in different States. The Plant Protection Training Institute-cum Field Station at Hyderabad provides plant protection training to the nominees of the State Governments. A small aerial unit has also been set up for aerial spraying against insects and pests. Plant Quarantine Stations have also been established in the major sea and airports of India with a view to preventing entry of new plant pests and diseases into the country.

The Directorate is headed by the Plant Protection Adviser.

V SUBORDINATE OFFICES

1. *Directorate of Extension, New Delhi*

The Directorate of Extension was set up in May 1955 to formulate model schemes for agricultural extension training and information. The training programme under this scheme include those for farmers and for extension staff as also training in farm information. The Directorate provides technical guidance and advice to the State Governments in respect of their programme for the training of extension personnel. The Directorate collects and disseminates information about the extension service, with particular emphasis on training aspects. It plans and directs crop campaigns and crop competitions. The Directorate is also responsible for the Intensive Agricultural District Programme.

The Directorate of Extension runs three Extension Education Institutes at Nilokheri (Punjab), Anand (Gujarat) and Hyderabad, for imparting training in extension teaching methods to the instructional staff of the Training Centres and the Extension Officers.

The Directorate is headed by the Director of Administration.

2. *Exploratory Tubewells Organisation, Faridabad*

The Exploratory Tubewells Organisation is responsible for drilling exploratory tubewells in promising areas in the country to investigate ground water possibilities. This is done with a view to developing adequate economic supplies of ground-water by tubewells, mainly for purposes of irrigation.

The Exploratory Tubewells Organisation is headed by a Chief Engineer.

3. *Forest Research Institute and Colleges, Dehradun*

The Indian Forest Research Institute and Colleges is an important centre for research into problems of forestry and forest products utilisation and for technical and advanced training in forestry and for forest industries. The Institute was set up in 1867, initially as a training centre for forest rangers. The Forest Research Institute and Colleges, as it is known today, came into being in 1906 and has undergone considerable expansion since then. The Institute seeks to cover the entire range of Indian forestry in all its aspects. Primarily, the Institute is interested in research into all problems connected with (i) rearing, protecting and managing the forests of the country and enhancing their usefulness, and (ii) the more efficient and profitable utilisation of timber and the various other products of these forests.

The educational activities of the organisation include the training programmes for Indian Forest Service probationers. Training is provided to Forest Rangers at the Northern Forest Rangers College, Dehradun and the Southern Forest Rangers College, Coimbatore, which are constituent units of this Organisation. It also undertakes organised dissemination of information regarding results of research, and provision of facilities for research and training.

The Organisation is headed by a President.

4. *Delhi Zoological Park, New Delhi*

A first rate Zoological-cum-Botanical Park is being established in Delhi in the vicinity of the ancient monuments known as the Purana Quila (Old Fort). The services of a German expert were secured to prepare a layout plan of the Park as well as to furnish detailed designs for the animal enclosures, etc. Construction of a number of animal enclosures has been completed and work is in progress for the remaining enclosures.

The management of the Zoological Park is headed by a Director.

5. *Delhi Milk Scheme, New Delhi*

The Delhi Milk Scheme, functioning since November 1959, supplies milk to the city of Delhi. The scheme procures milk from the milk-shed areas in the neighbouring States. The expansion programme of the scheme includes provision for the development of the Central Dairy, establishment of balancing and chilling stations at a number of places and procurement of milk from distant places in rail milk tankers.

The Delhi Milk Scheme undertakes in addition to the supply of milk, production and distribution of butter, ghee, ice-cream, sterilised flavoured milk, cheese and milk powder. Distribution of milk to the public is being handled by a large number of milk depots opened throughout the city. The

scheme is headed by a Chairman.

6. *Central Tractor Organisation, New Delhi*

The Central Tractor Organisation came into existence in 1947, when a large number of heavy crawler tractors became available from American surpluses. More tractors were later purchased with the help of a loan from the International Bank. The Organisation is responsible for reclamation of cultivable waste land by agreement with the State Governments.

The Central Tractor Organisation is headed by an Assistant Administrative Officer.

7. *Agricultural Prices Commission, New Delhi*

The Agricultural Prices Commission recommends the price policy for various food grain crops as also the minimum support prices for them. The Commission consists of a Chairman and two members. One of the members is also the Secretary of the Commission.

8. *Pre-investment Survey of Forest Resources Organisation, New Delhi*

The Pre-investment Survey of Forest Resources Organisation was set up 1965, to investigate the economic availability of raw materials for the development of woodbased industries in the northern, central and southern zones, covering a total area of about 3 million hectares (7.4 million acres). The survey project has received special assistance from the United Nations Special Fund.

The Pre-investment Survey of Forest Resources Organisation is headed by a Chief Executive Officer.

9. *All-India Soil and Land Use Survey Organisation, New Delhi*

The All-India Soil and Land Use Survey Organisation conducts soil and land use surveys of various areas in the country. The soil survey reports are made available to the concerned State Governments for use in the formulation, implementation and planning of soil conservation and other agricultural development programmes.

The All-India Soil and Land Use Survey Organisation is headed by the Chief Soil Survey Officer.

10. *Tractor Training and Testing Station, Budni (M.P.)*

The Tractor Training and Testing Station was set up in 1955, to train persons in the operation, maintenance, service and repairs of tractors and

other farm machinery. Those receiving training at the Station include progressive farmers, graduates in agricultural engineering, nominees of the Central and State Governments, Agro-Industries Corporation and various agricultural institutes.

The Station also undertakes the job of testing of tractors. The Station has received testing equipment from the Government of U.K. under the Colombo Plan. The Station is headed by a Director.

11. *Tractor Training Centre, Hissar (Haryana)*

The Tractor Training Centre provides training to farmers, graduate engineers sponsored by the agricultural universities and nominees of the State Agro-Industries Corporations in the operation and service of tractors. The Centre also conducts trials of indigenous implements for use in the tractors and recommends their acceptance to the Agro-Industries Corporations.

The Tractor Training Centre is headed by an Administrative Officer.

12-18. *Central State Farms, Suratgarh (Rajasthan), Jetsar (Rajasthan), Hirakud (Orissa), Jullundar (Punjab), Hissar (Haryana), Raichur (Mysore), and Chiplima (Orissa)*

The Central State Farms have been set up as model farms utilising all modern techniques of agriculture. Machinery for some of these farms has been received as gift under an agreement with the U.S.S.R. Government. Each Central State Farm is headed by a Director.

It is proposed to place these Farms under the management of a State Farms Corporation.

19-21. *Regional Poultry Farms, Bombay, Bhubaneswar and Hassarghata (Mysore)*

The Regional Poultry Farms have been set up to develop better bred birds in the country. These Farms distribute pure breed and pedigree birds and eggs to the public for the development of poultry farming. Training in poultry keeping is also provided at these Farms to interested public. Of the five regional poultry farms in the country, the remaining two farms are located at Delhi and Kamlahi, and are under the control of the Delhi Administration and the Himachal Pradesh Administration respectively.

22. *Logging Training Centre, Dehradun*

The Logging Training Centre was established in 1965, with assistance from the United Nations Special Fund. The Centre is mainly engaged on

imparting training in the use of modern logging equipment and mechanised means of timber extraction and transportation.

The Logging Training Centre is headed by a Chief Executive Officer.

23-24. *Jersey Breeding Farms, Hassarghata (Mysore) and Katanla (H.P.)*

The Jersey Breeding Farms have been set up as part of the programme for livestock development. The activities of these Farms include improved breeding and disease control in bull calves and cows of jersey breed. Cattles of this stock are supplied to different States for cattle development schemes. These Farms also take up programmes for fodder development.

The Farms are headed by Farm Superintendents.

25-27. *Central Cattle Breeding Farms, Suratgarh (Rajasthan), Chiplima (Orissa), and Ankaleshwar (Gujarat)*

The Central Cattle Breeding Farms have been set up mainly for bringing about progressive genetic improvement in the productivity of cattle and buffaloes, through supply of progeny tested bulls. It is proposed to establish three more cattle breeding farms, in addition to the three already in existence.

The Central Cattle Breeding Farms are headed by Farm Superintendents.

28-30. *Off-Shore Fishing Stations; Cochin, Tuticorin, and Visakhapatnam*

These Off-Shore Fishing Stations carry out exploratory and experimental operations in order to locate new grounds for fishing. The Stations also determine the suitability of various fishing equipments used in Indian waters.

Each of these Stations is headed by a Deputy Director.

31. *Central Institute of Fisheries Education, Bombay*

The Central Institute of Fisheries Education was set up in July 1961, to provide training to district level fisheries development officers in various aspects of fisheries. The Institute has received assistance from the U.N. Development Programme. The Institute is headed by a Director.

32-33. *Central Institute of Fisheries Operatives; Ernakulam and Madras*

The Central Institute of Fisheries Operatives at Ernakulam was set up in July 1963, and the one at Madras in June 1968. These Institutes provide training in fishing operations to skippers, engine drivers, master fishermen, gear technicians, boat builders, shore mechanics, etc.

Both these Institutes are headed by Directors.

34-35. *Regional Training Centre for Inland Fishing Operatives; Hyderabad and Agra*

The Regional Training Centres for Inland Fishing Operatives provide training in inland fishing operations.

Both these Centres are headed by Senior Instructors.

36. *Indo-Norwegian Project Office, Ernakulam*

The Indo-Norwegian Project, taken up with the assistance of the Government of Norway, comprises various programmes of fishery development. It includes exploratory fishing by Project vessels in deeper waters and construction of ice plants, fish harbours and processing factory. The Project also imparts training to skippers, mates, workshop foremen, freezing plant operatives and processing technologists sponsored by the fishing industry as well as the Fisheries Departments of different State Governments.

The Indo-Norwegian Project is headed by a Director.

37. *Deep Sea Fishing Station, Bombay*

The Deep Sea Fishing Station was started in September 1946, to determine suitable types of power-craft and gear for working in Indian waters during fishing seasons and the equipment best suited for the preservation, storage and distribution of fish, charting of fishing grounds and training of personnel for operating mechanised fishing vessels. The Station has got a sub-station at Veraval. A cold storage plant and an ice factory have been installed at the Station to carry out large-scale experiments in fish preservation, storage, etc. The Station also provides training in deep sea fishing methods.

The Deep Sea Fishing Station is headed by a Superintending Engineer.

38. *Pre-investment Survey of Fishing Harbour Projects Organisation, Bangalore*

The Pre-investment Survey of Fishing Harbour Project Organisation investigates the economic aspects of setting up fishing harbours.

The Organisation is headed by a Deputy Director.

39. *Office of the Desert Development Board, Jaipur*

The Desert Development Board is responsible for formulating policies for the development of arid areas of the country.

The Office of the Board is headed by an Administrative Officer.

40. *Herd Registration Scheme Office, Rohtak*

The Herd Registration Scheme Office is responsible for the formulation and execution of the programme of herd registration.

The Office is headed by an Assistant Registrar.

41-44. *Regional Extension Units; Ahmedabad, Hyderabad, Madras, and Patna*

The Regional Extension Units have been set up for planning and implementing the intensive agricultural programmes.

Each Extension Unit is headed by a Regional Director and assisted by two crop production specialists.

45-53. *Regional Offices, Coconut Development, Ernakulam; Tobacco Development, Madras; Jute Development, Calcutta; Oilseeds Development, Hyderabad; Cashewnut Development, Calcutta; Lac Development, Ranchi; Arecanut and Spices Development, Kozhikode; Cotton Development, Bombay; and Sugarcane Development, New Delhi*

The Commodity Committees for various commercial crops, which were responsible for research, development, marketing, etc., of the particular crops were abolished in April 1966. The research institutions under these Committees were transferred to the Indian Council of Agricultural Research. The development and marketing aspects of these crops are now the responsibility of the Regional Offices for Coconut Development, Tobacco Development, Jute Development, Oilseeds Development, Lac Development, Arecanut and Spices Development, Cotton Development, and Sugarcane Development.

Each Regional Office is headed by a Director.

VI PUBLIC UNDERTAKINGS

1. *National Seeds Corporation Limited, New Delhi*

The National Seeds Corporation was set up in March 1963, mainly to maintain stock of breeder seeds, developed at research institutes or imported, for hybrid varieties, and for multiplying foundation seed from breeder stocks. The Corporation inspects and certifies seed crops from foundation seed. It also organises training programmes in seed testing and certification, encouraging installation of seed processing facilities in the country. The

Corporation undertakes production and marketing of vegetables, hybrid crops, jute seeds, etc.

The authorised capital of the Corporation is Rs. 5 crores and the subscribed capital Rs. 1.20 crores, as on May 31, 1968. In addition, the Corporation has received a loan of Rs. 1.25 crores from the Government of India till that date.

2. *Central Fisheries Corporation Limited, Howrah*

The Central Fisheries Corporation was set up in September 1965 with the main object of procurement of fish and aquatic products from various sources. It also carries on sale of these products, either directly or through agents, in wholesale or retail, primarily in Calcutta, with a view to ensuring a fair price to producers and reasonable rates for consumers. The Corporation has taken over a number of irrigation reservoirs for development and exploitation.

The authorised capital of the Corporation is Rs. 5 crores and the subscribed capital Rs. 55 lakhs, as on March 31, 1968.

VII ADVISORY & OTHER BODIES

1. *Central Advisory Committee for Agricultural Production*

The Central Advisory Committee for Agricultural Production advises on measures for mobilisation of public support and participation in and implementation of the agricultural production programmes.

The Committee is headed by the Union Minister for Food, Agriculture, Community Development and Cooperation and comprises various interests intimately connected with agricultural development, including leading progressive agriculturists and farmers' agricultural labour associations, besides agricultural administrators, economists and scientists.

2. *Central Council of Gosamvardhana*

The Council was set up in 1952 as a registered body under Registration of the Societies Act. The Council advises the Central and the State Governments on problems of improvement and development of cattle wealth of the country and to assist the State Federations of Gaushalas and Pinjrapoles in matters relating to the development of these institutions on proper lines. It organises 'Gosamvardhana Week' throughout the country and publishes a monthly bilingual (Hindi-English) "Gosamvardhana" Journal, devoted to cattle development activities. It also conducts milk yield competition, with a view to encouraging high milk yielding strains in the cattle. The Union Minister of Food, Agriculture, Community Development and Co operation is *ex-officio* President of the Committee.

3. *Indian Council of Agricultural Education*

The Indian Council of Agricultural Education advises the Government of India on broad principles of agricultural education. The functions of the Council are:

- (a) to coordinate agricultural education (which includes education in animal husbandry and dairying) programmes, so as to achieve a uniform standard of agricultural education throughout the country;
- (b) to advise the State Governments on such problems as may be referred to it; and
- (c) to prepare model syllabi for training courses in agriculture, animal husbandry and dairying for adoption in the various teaching institutions.

The Union Minister for Food, Agriculture, Community Development and Cooperation is the President of the Council and the Minister of State in the Ministry of Food & Agriculture is Vice-President.

4. *Animal Welfare Board*

The Animal Welfare Board undertakes activities for promoting kindness towards animals and prevention of cruelty to them by organising lectures, film shows, radio talks, exhibitions, issuing pamphlets and leaflets, and publishing the Journal 'Animal Citizen'. The Board also organises the 'Animal Welfare Week' throughout the country every year.

5. *Central Board of Forestry*

The Central Board of Forestry advises on various aspects of forestry, including research, development of connected industries, prevention of forest fires, etc. The Board is assisted by the Central Forestry Commission.

C. DEPARTMENT OF COMMUNITY DEVELOPMENT

The concept of rural development is not new in India. Many prominent leaders and constructive workers, as well as voluntary organisations were associated with this work, in some form or the others, even before Independence. Out of the pooled experience of these sporadic efforts came the Community Development Programme as an integral part of the First Five Year Plan. The Programme was started on October 2, 1952, with the inauguration of 55 Community Development projects, each covering about 300 villages. An organisation in the Planning Commission under the

Administrator, Community Development was made responsible for this work.

Later another programme, *viz.*, the National Extension Services, a programme somewhat less intensive in character than the Community Development programme, was also launched. The two programmes are complementary. Community Development is the method and National Extension Service is the agency through which transformation of the social and economic life of India and its villages is sought to be achieved.

Considering the growing magnitude and the importance of the work, a separate Ministry for Community Development was established in September 1956. In March 1958, the Ministry took over from the Ministry of Health the work relating to village panchayats. In December 1958, the subject 'Cooperation' was transferred from the Ministry of Food and Agriculture to the Ministry of Community Development, which was accordingly redesignated as the Ministry of Community Development and Cooperation. At the same time, the Ministry was organised in two Departments, *viz.*, the Department of Community Development and Department of Cooperation.

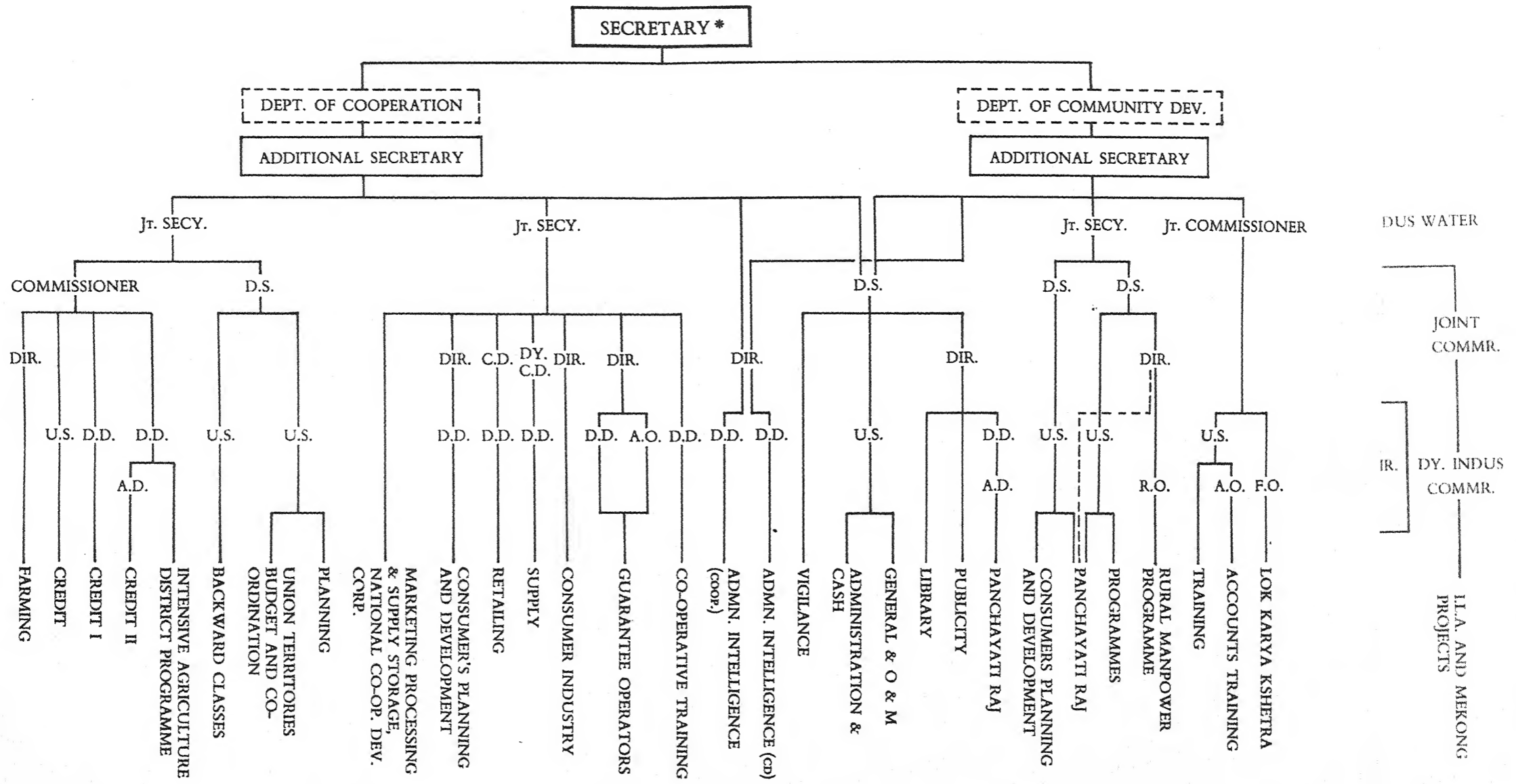
In April 1962, the name of the Ministry was changed to 'Ministry of Community Development, Panchayati Raj and Cooperation', but after a short period, it was redesignated as the Ministry of Community Development and Cooperation. In January 1966, the Ministry of Community Development and Cooperation was merged with the Ministry of Food and Agriculture to form the Ministry of Food, Agriculture, Community Development and Cooperation.

II. FUNCTIONS

1. Rural Community Development Programme including Programmes of Rural Works and local Development Works other than piped water supply.
2. Panchayati Raj.
3. Training and orientation of personnel, both officials and non-officials, connected with the Community Development Programme and the Panchayati Raj Movement.
4. Study and Research on Community Development Programme and Panchayati Raj.

Note: The Central Government is concerned with major questions of policy relating to the Community Development Programme (including allotment of blocks to States), formulation of broad pattern of expenditure to be incurred in the blocks and payment of the Centre's share of expenditure on the programme in accordance with certain prescribed basis. The executive responsibility for the Programme vests in the State Governments.

DEPARTMENTS OF COMMUNITY DEVELOPMENT AND COOPERATION



C.D. — CHIEF DIRECTOR

DY. C.D. — DEPUTY CHIEF DIRECTOR

* ALSO SECRETARY, DEPARTMENT OF AGRICULTURE

III. ORGANISATION

The role of the Government of India being primarily that of providing policy, financial assistance, advice and coordination, regarding Community Development programme and Panchayati Raj, the Department of Community Development has no executive responsibility in the matter. The Department has, thus, no Attached and Subordinate Office under it. There is only one autonomous organisation, *viz.*, the National Institute of Community Development under its administrative control.

The Secretariat of the Department of Community Development is headed by a Secretary, who is also the Secretary of the Department of Agriculture and the Department of Cooperation. The other secretariat staff comprises:

Joint Secretary	1
Joint Commissioner (Training)	1
Deputy Secretary	1
Finance Officer	1
Director	3
Under Secretary	3
Information Officer	1
Editor	3
Assistant Editor	1
Research Officer	1
Administrative Officer	1
Deputy Director	2
Assistant Director	1
Section Officer	9

The Departments of Community Development and Cooperation have common sections dealing with their administration and account matters. These sections are placed under the Department of Cooperation. The activities of the Department of Community Development are organised in 4 main Branches, *viz.*, those dealing with Community Development Programmes, Training, Panchayati Raj and Lok Karya Kshetras.

The detailed organisation of the Departments of Community Development and Cooperation is indicated in the chart placed alongside.

IV. AUTONOMOUS ORGANISATION

National Institute of Community Development, Hyderabad

The National Institute of Community Development was formed in April 1962, by the amalgamation of the Central Institute of Study and Research in Community Development, Mussoorie, and the Institute of Instruction on

Community Development at Rajpur (Dehradun).

The Institute is responsible for orientation courses for key personnel, study and research programmes, academic guidance to training centres, seminars, symposia, workshops, etc., connected with Community Development. The Institute conducts orientation courses, which are of 4 to 5 weeks duration, for M.Ps. and M.L.As., top level administrators, and technical personnel from various States. The participants are provided an opportunity to study different aspects of Community Development through group discussions, syndicate studies, special lectures and informal exchange of views. It provides a programme of study and research in applied social sciences, with particular emphasis on planned change through Community Development and the Institute offers scholarship for research in this area at different Universities as well as financial assistance to Universities and other institutions engaged in research on Community Development. Training in teaching techniques is imparted in this Institute to the teaching staff in the training centres. It also functions as a clearing house of information on Community Development and Panchayati Raj.

D. DEPARTMENT OF COOPERATION

In order to coordinate all development activities in the field of cooperation and rural finances, a separate Cooperation Division, headed by a Cooperation Adviser, was set up in the Department of Agriculture (Ministry of Food & Agriculture) in February 1955. In January 1959, the subject 'Cooperation' was transferred from the Ministry of Food & Agriculture to the Ministry of Community Development. A separate Department of Cooperation was set up in the Ministry to deal with the new subject. In January 1966, the Department of Cooperation became a part of the newly created Ministry of Food, Agriculture, Community Development and Cooperation.

II. FUNCTIONS

1. Agricultural indebtedness and credit.
2. Cooperation in agricultural sector.
3. Matters relating to National Cooperative Organisations.
4. National Cooperative Development Corporation.
5. Incorporation, regulation and winding up of cooperative societies with objects not confined to one State.
6. Training of personnel of cooperative departments and cooperative institutions (including education of members, office bearers and non-officials).

Note: The Department of Cooperation is responsible for basic coopera-

tive policies and for coordinating activities in all sectors. The Ministries are responsible for the formulation and implementation of programmes within their respective spheres.

III. ORGANISATION

The role of the Department of Cooperation being primarily of laying policies and coordinating activities regarding cooperatives, it has no executive responsibility to handle. The Department has, thus, no Attached or Subordinate Office under it. There is only one public undertaking under its administrative control.

The Secretariat of the Department of Cooperation is headed by a Secretary, who is also the Secretary of the Department of Agriculture and the Department of Community Development. The other secretariat staff comprises:

Additional Secretary	1
Joint Secretary	2
Commissioner, Cooperative	1
Chief Director	1
Deputy Chief Director	1
Deputy Secretary	2
Director	5
Deputy Director	7
Assistant Director	1
Under Secretary	5
Section Officer	15

The Departments of Cooperation and Community Development have common sections dealing with their administration and accounts matters. These sections are placed under the Department of Cooperation, which is organised in 3 main Branches, *viz.*, those dealing with Cooperative Policy, Cooperative Training, and Administration.

IV. PUBLIC UNDERTAKING

National Cooperative Development Corporation, New Delhi

The National Cooperative Development Corporation was set up in March 1963, under an Act of Parliament. It succeeded the National Cooperative Development and Warehousing Board, which was established on the recommendation of the All India Rural Credit Survey Committee, under the Agricultural Produce (Development and Warehousing) Corporations Act of 1956.

The National Cooperative Development Corporation is responsible for planning and promotion of programmes for the production, processing, marketing, storage, export and import of agricultural produce and notified commodities through cooperative societies. It advances loans and grants subsidies to State Governments for financing cooperative programme for the development of agricultural produce.

The Corporation maintains the National Cooperative Development Fund created under the provisions of the National Cooperative Development Corporation Act, in order to carry out its functions. The Fund is made up of subsidy and loans provided by the Government of India to the Corporation.

The Union Minister of Food, Agriculture, Community Development and Cooperation and the Minister of State incharge of Department of Cooperation are the Chairman and Vice-Chairman respectively of the Corporation. In addition to the nominees of the Government of India, the Corporation consists of representative of Reserve Bank of India, State Bank of India, Central Warehousing Corporation, National Cooperative Union of India, and State Governments. The administration of the Corporation is carried on by the Secretary of the Corporation under the supervision of the Executive Committee. The Minister of State incharge of Department of Cooperation is the Chairman of the Executive Committee, which includes five members nominated by the Government of India and the representative of the Reserve Bank of India.

V. ADVISORY BODIES

1. *Central Advisory Committee on Consumer Cooperatives*

The Central Advisory Committee for Consumer Cooperatives, set up in 1966, advises the Government of India in the formulation of policies for the sound development of consumer cooperatives. The Union Minister of Food, Agriculture, Community Development and Cooperation is the chairman of the Committee, which includes representative of consumer cooperatives, three Members of Parliament, eminent persons with business experience and representatives of concerned Ministries.

2. *National Cooperative Farming Advisory Board*

The National Cooperative Farming Advisory Board advises the Government of India on the development of cooperative farming. The Board, as reconstituted in September 1966, consists of the Union Minister of Food, Agriculture, Community Development and Cooperation as Chairman, and Minister of State incharge of Department of Cooperation two Members of Parliament, five State Ministers incharge of Cooperation and

STRENGTH OF STAFF

<i>Department of Food</i>		
Secretariat		849
Attached & Subordinate Offices		710*
<i>Department of Agriculture</i>		
Secretariat		838
Attached & Subordinate Offices		18380
<i>Departments of Community Development Cooperation</i>		
Secretariat		462

*Excluding staff of the Offices of Technical Advisers (Subsidiary Foods).

* * *

Some of the important publications of the Ministry of Food, Agriculture, Community Development and Cooperation are as follows:

1. *Annual Report of the Department of Food.*
2. *Annual Report of the Development of Agriculture.*
3. *Agricultural Situation in India (Monthly).*
4. *Abstract of Agricultural Statistics (Annual).*
5. *Bulletin on Food Statistics (Annual).*
6. *Indian Agricultural Statistics (Annual).*
7. *Indian Forest Statistics (Annual).*
8. *Indian Livestock Census (Annual).*
9. *Studies in Agricultural Economics.*
10. *Agricultural Legislation in India.*
11. *The Indian Journal of Agricultural Science.*
12. *The Indian Journal of Veterinary Science and Animal Husbandry.*
13. *Indian Farming (Monthly).*
14. *Kheti (Hindi).*
15. *The Rice News Letter.*
16. *The Journal of Horticulture.*
17. *Community Development Newsletter (Fortnightly).*
18. *Gram Sevak.*
19. *Gram Sevika.*
20. *Community Development at a Glance.*
21. *A Guide to Community Development.*

22. *Community Development Programme—An Anthology.*
23. *Bibliography on Community Development.*
24. *A Digest on Panchayati Raj.*
25. *Legislation on Panchayati Raj.*
26. *You and Your Panchayat.*
27. *Panchayati Raj.*
28. *Report of the Working Group on Panchayati Raj and Cooperatives.*
29. *Service Cooperatives—What and Why.*
30. *Education in Cooperation.*
31. *Report on the Study Team on Cooperative Training (2 Volumes).*
32. *Annual Report of the Department of Community Development.*
33. *Annual Report of the Department of Cooperation.*
34. *'Kurukshetra' A symposium.*

MINISTRY OF IRRIGATION AND POWER

THE EARLIEST history of the subjects 'irrigation' and 'power' dates back to 1855, when these subjects were made the responsibility of the newly created Department of Public Works. But not much impetus was given to irrigation work till the famine of 1858, when it was decided to take up canal construction work on an extensive scale and accordingly, an Inspector-General of Canals was appointed. In 1867, taking into consideration the importance attached to development of irrigation facilities in the country, it was decided to place this subject under the charge of an irrigation expert, with the designation of Inspector-General of Irrigation. He functioned under the administrative control of the Secretary, Public Works Department. This position continued till 1897, when the secretariat of the Public Works Department was re-organised, and a Joint Secretary was appointed for public works, including irrigation, who was also to be the Inspector-General of Irrigation. Subsequently, a separate post of Secretary was created for the Public Works Department—Irrigation, Roads and Buildings. In 1906, a separate post of Inspector-General of Irrigation was created, exclusively to look after the subject 'irrigation'.

Little progress was made in the development of 'power', during these years. An Act was passed in 1887 for regulating the supply of electricity to the public but it was a temporary measure, and defective in several respects. Another enactment was made in 1903, but that too did not work satisfactorily in the absence of certain essential provisions, such as, regula-

tion of bulk supply, granting of licenses, etc. Moreover there was a great handicap on account of dual control provided for in the Act. It was originally intended that the Act of 1903 should be administered by the Provincial Governments in whom vested the power of granting licenses was vested but as it was considered desirable to maintain certain measure of uniformity, there was also a provision in the Act for obtaining of the previous sanction of the Governor-General-in-Council. This resulted in undue delay and difficulties. Another Act, the Indian Electricity Act was passed in 1910, with a view to remedying the defects in the earlier Act. Even this Act did not help in the development of the electric supply industry. The Industrial Commission (1916-18), realising the importance of power supply in industrial development, suggested that an hydrographic survey on a systematic basis, should be taken up immediately to find out the hydro-electric potentialities in the country. Unfortunately, no organised efforts in this direction were made until World War II.

Under the Government of India Act of 1919, 'irrigation' became a provincial subject, and the Government of India's responsibility in this field was confined to advice, coordination and settlement of disputes over rights on the water of inter-Provincial rivers. The Office of Inspector-General of Irrigation, which had looked after the subject 'irrigation' since 1906, was abolished in 1923, on the recommendations of the Inchcape Committee and a post of Consulting Engineer was created in its place. In addition to the functions of the Inspector-General of Irrigation, the Consulting Engineer took over certain advisory and technical duties in respect of public works and was also responsible for estate works. Also on the recommendations of the Inchcape Committee, the Public Works Department was merged with the Department of Industries in 1923, and the combined Department, known as the Department of Industries and Labour, looked after the subjects 'irrigation' and 'power'.

In January 1927, the Central Board of Irrigation was constituted to examine and report on such irrigation, hydro-electric and river control projects or other allied problems as may be referred to it by the Government of India. The Board also advised those Provincial Governments or princely States, which were admitted to its full membership on any technical question confronting them. The Board was responsible for coordinating the research work and for arranging the publication of technical papers. Simultaneously, the Consulting Engineer was relieved of all direct responsibility for Provincial work, although the Governments of the Provinces remained free to consult him, if they so desired. In 1931 it was felt that owing to the financial stringency and agricultural depression in the country, further development of irrigation facilities was not practicable in the immediate future, either under the Central or Provincial Governments. Consequently, the post of the Consulting Engineer was abolished in March 1932, by the Secretary of State for India, who, however, stated

that when financial conditions improved, the Government would consider the question of reviving the said post.

Introduction of Provincial autonomy under Government of India Act of 1935 enabled the Provinces to undertake necessary legislative or administrative measures in respect of waterways passing through their territories. In November 1937, the Department of Industry and Labour was bifurcated into the Department of Communications and Department of Labour; the latter was assigned the work relating to irrigation and power.

Some developments took place during the period of World War II, in respect of 'power' which had been more or less a neglected subject so far. In pursuance of the Roger Mission's recommendations, which emphasized adequate supply of power to ordnance factories and other industrial units engaged in the war effort, an Electrical Commissioner was appointed in 1941. The Electrical Commissioner's functions were limited to meet the exigencies of war, but as circumstances demanded, his functions were extended to meet the peace time requirements. In January 1944, the Government of India set up a Central Technical Power Board for initiating, coordinating and formulating schemes for electric power development and utilisation in the country, in consultation with the Provincial Governments. The Electrical Commissioner functioned as the chairman of the Board.

In 1944, the post of Consulting Engineer for Irrigation and Waterways was revived. This was done at the suggestion of the Central Board of Irrigation and also in view of the need for providing greater irrigation facilities on a wide scale in the country. The Central Board of Irrigation also suggested for the setting up of a technical authority which would collect and collate necessary data regarding the use of waterways. The Government of India accepted this proposal also and the Central Waterways, Irrigation and Navigation Commission was constituted in April 1945, to act as a factfinding, planning and coordinating organisation, with authority to undertake construction work. The organisational set up of the Commission was completed in two stages.

The Department of Works, Mines and Power was created in 1946, on the recommendations of the Secretariat Reorganisation Committee and it took over the subjects, 'irrigation' and 'power' from the Department of Labour. In August 1947, the Department was redesignated as the Ministry of Works, Mines and Power. The Government of India reviewed the position in 1948, in respect of the four organisations which were at that time responsible for the development of electricity and waterways, *viz.*, the Electrical Commissioner; the Central Technical Power Board; the Consulting Engineer, Waterways and Irrigation; and the Central Waterways Irrigation and Navigation Commission, and decided to replace them by two organisations, namely, the Central Electricity Commission and the

Central Water-Power, Irrigation and Navigation Commission. Thus, the Central Technical Power Board was reconstituted as the Central Electricity Commission and the Central Waterways, Irrigation and Navigation Commission as the Central Water Power, Irrigation and Navigation Commission. The latter Commission took over the duties of the Consulting Engineer for Water-ways and Irrigation, and the Central Waterways Irrigation and Navigation Commission, and such of the duties of the Central Technical Power Board as related to hydro-electric power generation.

In 1951, a new Ministry of Natural Resources and Scientific Research was set up and it took over the subjects 'irrigation' and 'power' from the Ministry of Works, Mines and Power. During the same year, on grounds of economy and efficiency, the two organizations dealing with electricity and waterways, *viz.*, the Central Electricity Commission and the Central Water-power, Irrigation and Navigation Commission were amalgamated to form the Central Water and Power Commission.

In the first five year Plan, irrigation and power projects accounted for an outlay of Rs. 661 crores, which represented nearly a third of the total outlay under the Plan and therefore it was considered proper to create a separate Ministry to deal with the subjects 'irrigation' and 'power'. Accordingly, the Ministry of Irrigation and Power was set up in August 1952.

In the wake of unprecedented floods in the country in 1954, the Central Flood Control Board which includes Ministers of the Union and State Governments, was set up to consider flood control programme at the highest level. In 1969, an Irrigation Commission was established to go into the question of future irrigation development in the country on a comprehensive manner.

II. FUNCTIONS

'Irrigation' is a subject with the States under the Constitution of India. As such, the Ministry of Irrigation and Power is responsible only for providing technical assistance for irrigation developments, resolving the disputes among various States relating to distribution and utilisation of water for irrigation, and undertaking research work in irrigation matters. The Ministry of Irrigation & Power is responsible for the regulation and development of inter-State rivers and river valleys, to the extent it is declared by a Central Act to be expedient in the public interest. The Ministry of Irrigation and Power has a direct responsibility for the construction and administration of major multipurpose projects (costing more than Rs. 10 lakhs). The Ministry also coordinates the work of flood control.

'Power' is in the concurrent list of subjects in the Constitution of India. The Ministry of Irrigation and Power is presently concerned with the

development of power, disputes among various States relating to distribution and utilisation of water for power development, electricity legislation, and research in power matters.

The following is the detailed list of subjects allocated to the Ministry of Irrigation & Power:

1. Regulation and development of inter-State rivers and river valleys.
2. General policy and technical assistance in the field of irrigation, power, flood control, anti-water-logging, drainage and anti-sea erosion.
3. Basic, fundamental and applied research on river valley projects and flood control works.
4. Administration of the River Boards Act of 1956.
5. Administration of the Inter-State Water Disputes Act of 1956.
6. Central Water and Power Commission.
7. Central Board of Irrigation and Power.
8. The Damodar Valley Corporation.
9. The National Projects Construction Corporation Ltd.
10. Central Flood Control Board.
11. Farrakka Barrage Project.
12. Indus Water Treaty, 1960.
13. Cooperative approach on flood control in the eastern regions of India and Pakistan.
14. International commissions and conferences relating to irrigation and power.
15. Electricity.
16. Administration of Indian Electricity Act of 1910.
17. Administration of the Electricity (Supply) Act of 1948.
18. Central Electricity Board.
19. Central Electricity Authority.
20. Applied research in power supply industry.
21. Flood control schemes in Union Territories.
22. Medium and major irrigation schemes of Union Territories (*i.e.*, schemes costing over Rs. 10 lakhs).
23. Power schemes in Union Territories.
24. Tungabhadra Project falling within the control of Tungabhadra Board.

III. ORGANISATION

The Ministry of Irrigation and Power consists of a Secretariat, two Attached Offices and seven Subordinate Offices. In addition, there are five statutory bodies and public undertakings under the administrative control of the Ministry.

Further, the Ministry has to deal with the Control Boards of the various river valley projects, which are established in terms of resolutions of the Government of India. They are: the Bhakra Control Board, Hirakud Control Board, Nagarjuna Sagar Control Board, Chambal Control Board, and the Rajasthan Canal Board.

The Ministry is in the charge of the Minister of Irrigation and Power (Minister of State rank), who is assisted by a Deputy Minister.

SECRETARIAT

Secretary	1
Joint Secretary	1
Commissioner for Indus Water and <i>ex-officio</i> Joint Secretary	1
Commissioner (Ganga Basin) and <i>ex-officio</i> Joint Secretary	1
Director (Foreign Exchange and Power)	1
Deputy Secretary	4
Deputy Financial Adviser and <i>ex-officio</i> Deputy Secretary	1
Joint Commissioner	2
Honorary Consultant	2
Under Secretary	7
Deputy Director/Deputy Indus Commissioner	11
Editor	1
Assistant Director	7
Research Officer	2
Section Officer	26
Extra Assistant Director	4
Budget Officer	1
Assistant Research Officer	1
Hindi Officer	1
Assistant Editor	1

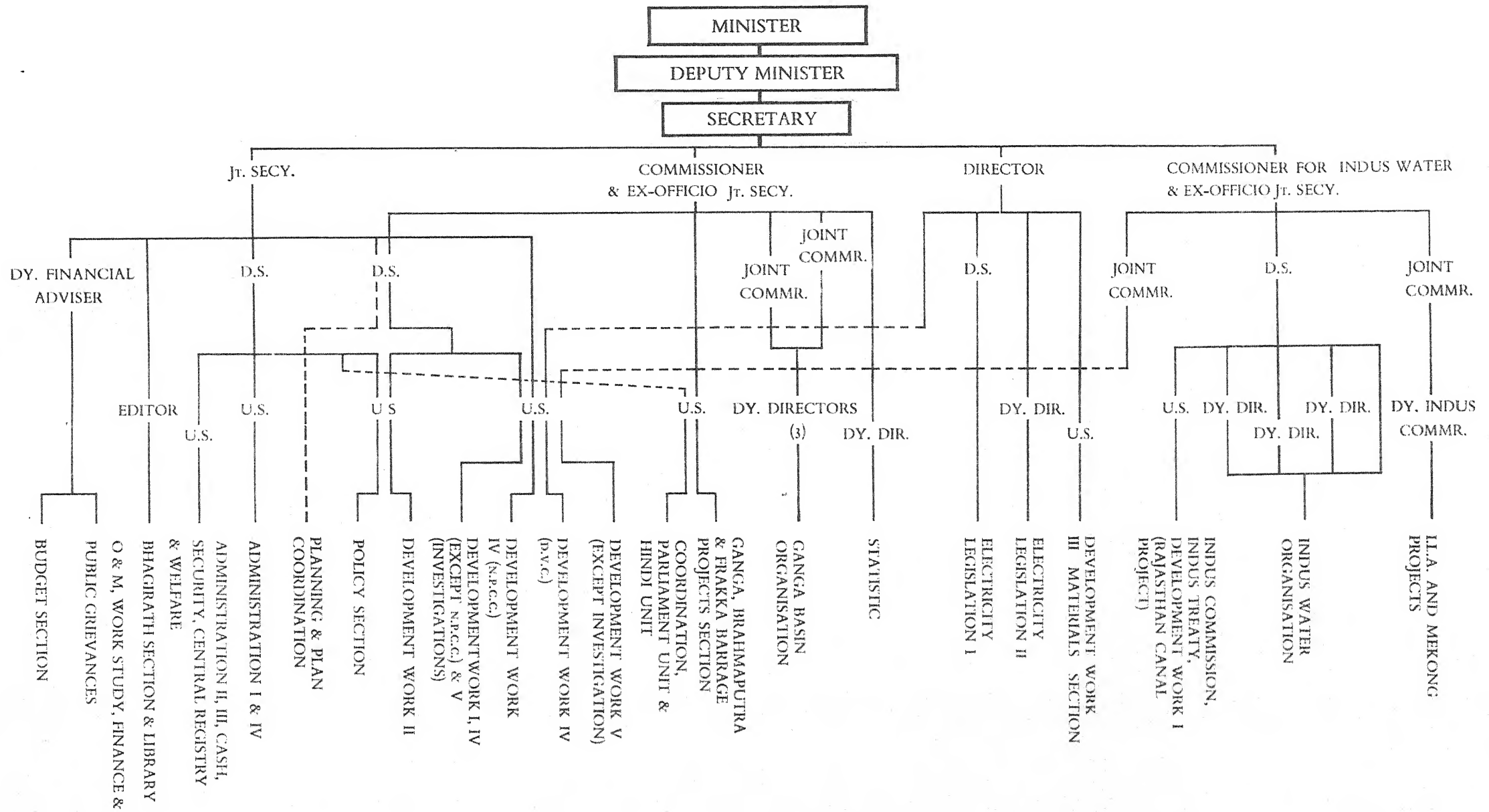
In addition, there is a panel of four part-time Consultants in the Ministry to tender expert advice on the designs, etc., of major irrigation, flood control, and power projects. Of the four Consultants, three are on the irrigation side and one on the power side.

The work of the Secretariat is organised in the following divisions:

1. Administration and Finance Division.
2. Foreign Exchange and Power Division.
3. Irrigation and Flood Control Division.

MINISTRY OF IRRIGATION AND POWER

AS ON 1-2-1968



4. Indus Waters Organisation.
5. Ganga Basin Organisation.

The detailed organisation of the Ministry is indicated in the chart placed alongside.

III. ATTACHED OFFICE

Central Water and Power Commission

The Central Water and Power Commission was created in June 1951 by the amalgamation of the Central Electricity Commission and the Central Water-Power, Irrigation and Navigation Commission, which were set up in 1948. The work relating to flood control was also entrusted to the Commission in September 1954.

The Commission is responsible for initiating, coordinating and furthering, in consultation with the State Governments concerned, schemes throughout the country for the control, conservation and utilisation of water resources, for purposes of flood control, irrigation, navigation and water-power generation. The Commission also takes up schemes of thermal power development and also of transmission and utilisation of electric energy.

The Central Water and Power Commission is organised in two wings, *viz.*, the Water Wing and the Power Wing. It consists of a Chairman a Vice-chairman and three members for the Water Wing, and four members for the Power Wing including a Commercial Member.

The Water Wing of the Commission is responsible for initiating and coordinating schemes for multi-purpose river development as also for flood control. The technical work of this Commission is divided into the following Directorates:

1. Technical Examination;
2. Waterways, Irrigation and Navigation;
3. Dams (3);
4. Canals;
5. Technical Manpower and Stores;
6. Plant and Machinery;
7. Cost Control;
8. Union Territories;
9. Flood Estimation;
10. Flood Control;
11. Hydrology and Statistics;
12. Progress Recording;
13. Surface Water Resources;
14. Soil Conservation;

15. Farakka Designs;
16. Damodar Valley Corporation; and
17. Statistics.

The Chief Engineer, Field Investigations, in the Water Wing of the Commission has a number of units under him for carrying out investigation of river basins, with a view to their multipurpose development on a regional basis.

The Central Water and Power Research Station at Poona, under the Water Wing, undertakes research in river training soil machines, hydrodynamics navigation and other engineering subjects. It also assists different Ministries with model studies, field investigation, laboratory tests, etc., on the problems referred to the Research Station. It also undertakes studies on geophysical investigations, dynamic modula tests, blast test, electricity tests on rock core, etc. The station also conducts refresher courses on these subjects for the benefit of concerned engineers.

The Central Soil Mechanics Research Station, New Delhi, carries out surveys, investigations, collection of essential sediment data, and research on suspended sediment sampling equipment, construction materials, etc., required for the design and execution of irrigation, power and flood control schemes in the country. It also takes up research on problems assigned to it by the Central Board of Irrigation and Power. Training courses on sediment observation, pre-irrigation soil survey and soil mechanics, rock mechanics and foundation engineering are also conducted by the Research Station.

The Power Wing of the Commission advises the Central and the State Governments in regard to the planning of their power projects involving the preparation of detailed designs, layouts, specifications and drawing up of schedules of materials. It also renders general assistance of an advisory nature in regard to hydroelectric projects. The Power Wing assists the Central and the State Governments in the working and interpretation of the Indian Electricity Act of 1910, the Indian Electricity Rules of 1937, and the Electricity (Supply) Act of 1948, and in all matters relating to power supply rates, agreements, etc.

The work of the Power Wing is divided into the following Directorates and Cells:

1. Hydro-electric Designs (2);
2. Hydro-electric Planning;
3. Thermal Civil Designs;
4. Thermal Engineering;
5. Thermal Planning Cell;
6. Transmission;
7. Rural Electrification;

8. Union Territories;
9. Load Survey and Load Development;
10. Technical Examination and Coordination;
11. Super Grid;
12. Commercial;
13. Personnel Training Cells;
14. Planning and Progress;
15. World Bank and Power Planning Cell;
16. Foreign Exchange (2); and
17. Regional Load Survey Organisation.

The Power Research Institute, consisting of two units — one at Bangalore and the other at Bhopal — have been set up under the Power Wing of the Central Water and Power Commission with the assistance of the U.N. Development Programme. The Bangalore unit undertakes research and development work in the field of high voltage, power system stability, electrical insulation, generation, transmission and distribution, etc. The Bhopal unit serves as a Switchgear Testing and Development Station.

2. *Office of the Irrigation Commission, New Delhi*

The Irrigation Commission was set up in April 1969, to review the progress of irrigation since 1903, when the last Irrigation Commission gave its recommendations to go into the question of future irrigation development in the country in a comprehensive manner.

The Commission consists of a chairman, a vice-chairman and four members. The Officer on Special Duty (Irrigation Commission) is the Secretary of the Commission.

IV. SUBORDINATE OFFICES

1. *Office of the Superintending Engineer, Ganga Discharge Circle, New Delhi*

The Office of the Superintending Engineer, Ganga Discharge Circle is engaged in the measurement of discharge, gauge, and sediment data in respect of Ganga and its tributaries. The Circle has under its administrative control four divisions, one at Lucknow, two at Patna and one at Behrampur (West Bengal).

2. *Chambal Control Board, New Delhi*

The Chambal Control Board was set up in April 1955 for the execution of Chambal Valley Development Project. The main functions of the

Board are as follows:

- (i) Sanctioning of estimates beyond the powers delegated to chief engineers.
- (ii) Approval to the delegation of powers to engineers incharge of the project consistent with the execution requirements of the project.
- (iii) Approving the schedule of rates for the project.
- (iv) Approving the tenders exceeding the powers of the chief engineers.
- (v) Laying down the programme of constructing of different parts of the project and watching the implementation of the same.

The Board is not a statutory body, but by convention its decisions are implemented by the two participating Governments. The chief engineers employed on the project though administratively under the control of the respective States Governments are executing the work under the general direction of the Board.

The Board's office consists of Administration Unit and the Finance Unit, of which the Secretary and the Financial Adviser are the respective heads.

- 3-5. *Farakka Barrage Control Board, New Delhi; Office of the General Manager, Farakka Barrage Project, P.O. Farakka Barrage; and office of the Financial Adviser and Chief Accounts Officer, Farakka Barrage Project, P.O. Farakka Barrage*

The Farakka Barrage Control Board was set up in April 1961, for the execution of the Farakka barrage project. The Board is in overall charge of the project, including its technical and financial aspects under the general supervision of the Ministry of Irrigation and Power. The Board consists of representatives of West Bengal Government, Chairman of the Calcutta Port Commissioner as well as representatives of the various Union Ministries concerned with the Project.

Under the general control of the Board, the General Manager, and the Financial Adviser and the Chief Accounts Officer of the Project are respectively responsible for the execution and financial aspects of the Project.

- 6-7. *Badarpur Thermal Project Control Board; and Office of the Financial Adviser and Chief Accounts Officer, Badarpur Thermal Project, New Delhi.*

The Badarpur Thermal Power Station has been installed to meet the growing need of power in north India. The Station is located in Badarpur near Delhi and installed initially with three units of 100 mw each.

The erection work of the Project is being carried out under the overall supervision of the Project Control Board. The Union Minister of Irriga-

tion and Power is the Chairman of the Board, which includes representatives of the Union Ministries of Irrigation and Power, and Finance, the Central Water and Power Commission and the State Governments of Haryana and Uttar Pradesh, and Delhi Administration.

The construction work of the Project is being carried out by a separate unit set up in the Central Water and Power Commission. The Office of Financial Adviser and Chief Accounts Officer looks after the financial matters of the Project.

V. PUBLIC UNDERTAKINGS AND AUTONOMOUS BODIES

1. *Central Board of Irrigation and Power*

The Central Board of Irrigation and Power, previously known as the Central Board of Irrigation, was constituted in January 1927. In 1931-32, the Central Bureau for Irrigation was also placed under the Board.

The Board is an autonomous body, financed by member State Governments, who contribute annually on the basis of: (i) the area irrigated, and (ii) the electricity generated. The Government of India also makes an annual contribution towards the funds of the Board, and in addition, provides the Board with free office accommodation, stationary and printing facilities.

The main functions of the Central Board of Irrigation and Power are:

- (i) To coordinate research on irrigation, hydro-electric and allied subjects, and to disseminate the results of such research.
- (ii) To contribute information on irrigation, hydro-electric and allied subjects for publication in the press.
- (iii) To collect and supply information on irrigation, hydro-electric and allied subjects.
- (iv) To publish relevant literatures.

The Board usually holds three meetings in a year to discuss research work done in its research stations. There are, at present, 13 research stations under the Board. The Board has also a Research Committee attached to it, the object of which is to coordinate research in irrigation, hydro-electric and allied subjects. The Committee also advises the Board on matters connected with research. Generally, it meets once in a year to discuss latest developments and the research work carried out in the country.

The Board also works as the:

- (i) Indian National Committee for the International Commission on Large Dams.
- (ii) Indian National Committee for International Commission on

Irrigation and Drainage.

- (iii) Liaison body for the International Association for Hydraulic Research.
- (iv) Coordinating body for technical organisations like, the Indian, Standards Institution, the Indian Council of Agricultural Research, etc.

The Board is also concerned with the standardisation of methods, apparatus and techniques employed in connection with irrigation and hydro-electric engineering, and has appointed a number of *ad hoc* and permanent committees for specific subjects. The Board also publishes a quarterly journal containing news and articles on irrigation and hydro-electric matters. It issues leaflets in popular series on various aspects of irrigation, hydro-electricity and allied subjects.

2. *Damodar Valley Corporation*

The Damodar Valley Corporation was set up in July 1948, by an Act of Parliament. The affairs of the Corporation are managed by the Board of Directors consisting of a chairman and two members, appointed by the Central Government in consultation with the Government of Bihar and West Bengal. In matters relating to finance, the Corporation is assisted by a financial adviser, appointed by the Central Government. The Board of Consultants, appointed by the Corporation, advises it on technical matters.

The Corporation is responsible for the administration of the Damodar Valley Project undertaken for the development of Damodar Valley in the States of Bihar and West Bengal.

3. *Central Electricity Authority*

The Central Electricity Authority has been set up under Section 3 of the Electricity (Supply) Act of 1948. It has been assigned the following functions:

- (a) To develop a sound, adequate and uniform national power policy, and particularly to coordinate the activities of the planning agencies relating to the control and utilisation of national power resources.
- (b) To act as arbitrator in matters of dispute arising between the State Governments.
- (c) To carry out investigations and to collect and record the data concerning the generation, distribution and utilization of power and the development of power resources.
- (d) To publish, from time to time, information secured under the Act and to provide for the publication of reports and investigations.

4. *National Projects Construction Corporation Ltd., New Delhi*

The National Projects Construction Corporation was set up in January 1957, to undertake the construction of irrigation and multi-purpose projects for the States which have shares in the capital of the Company. Later, the activities of the Corporation were extended to undertake civil works in other projects also.

The authorised and paid up capital of the Company is Rs. 2 crores. The capital is subscribed by the Government of India and the Governments of the State of Rajasthan, Assam, Punjab, Gujarat, Mysore, Haryana, West Bengal, Uttar Pradesh, Madhya Pradesh, Kerala, Bihar, and Jammu and Kashmir. The Company is managed by a Board of Directors consisting of a chairman (Secretary, Ministry of Irrigation and Power), a full-time managing director, and eight part-time directors. The Company has successfully completed a number of works in India and one in Nepal costing about Rs. 25 crores and is presently engaged on the construction of Farrakka, and Gandak Projects.

5. *Central Electricity Consultative Council, New Delhi*

The Central Electricity Consultative Council has been set up to maintain closer relations between suppliers and users of electricity and to get advice on various aspects of power development in the country.

The Council has the Union Minister of Irrigation and Power as Chairman, Members of Parliament and representatives of the Central and State Governments, Union Territories, State Electricity Boards, Federation of Indian Chamber of Commerce Industry, Federation of Electricity Undertakings of India, Indian Electrical Manufacturers Association, etc., as Members.

VI. ADVISORY AND OTHER BODIES

1. *Central Flood Control Board*

After the unprecedented floods in the country in 1954, it was considered necessary to tackle this problem in a scientific manner. Flood control bodies were set up in the States affected by the floods. The Central Flood Control Board was formed in September 1954, to consider a national plan for flood control. The Board is a high powered body and consists of the Ministers of the Union and State Governments.

2. *Krishna Water Disputes Tribunal*

The Krishna Water Disputes Tribunal was set up in April 1969, to

adjudicate on the water dispute between the States of Andhra Pradesh, Mysore and Maharashtra regarding the inter-State river Krishna. The Tribunal has been established under the Inter-State Water Disputes Act of 1956. The Tribunal consists of three judges nominated by the Chief Justice of India.

3. *Godavari Water Disputes Tribunal*

The Godavari Water Disputes Tribunal was set up in April 1969, to adjudicate on the water dispute between the States of Maharashtra, Mysore, Orissa and Madhya Pradesh regarding the inter-State river Godavari. The Tribunal has been established under the Inter-State Water Disputes Act of 1956. The Tribunal consists of three judges nominated by the Chief Justice of India.

STRENGTH OF STAFF

Secretariat	497
Central Water and Power Commission	5043

Some of the important publications of the Ministry of Irrigation and Power are as follows:

1. *Bhagirath* (quarterly).
2. *Annual Report of the Ministry*.
3. *Public Electricity Supply—All India Statistical Summary* (Annual).
4. *New Projects for Irrigation and Power in India* (1954).
5. *Planning for Power Development in India, A Handbook of Information* (1955).
6. *Major Water and Power Projects in India* (1957).
7. *Flood Control in India* (1958).
8. *Our River Valley Projects* (1961).
9. *Report of the Energy Survey of India Committee* (1965).

MINISTRY OF EDUCATION AND YOUTH SERVICES

OF THE TWO main subjects under the Ministry of Education, *viz.*, 'education' and 'scientific research', the former has a long history. The memorable Despatch of Sir Charles Wood, President of the Board of Control to the Governor-General-in-Council, in the year 1854, which sketched an outline of complete scheme of public education, controlled and aided, and in part directly managed by the State, was the beginning of systematic promotion of general education in India. Departments of Public Instruction were created in the Provinces on the basis of the Despatch, and at the Centre an education Branch was created in the Home Department in 1857.

In 1882, a Commission was appointed by the Government of India to enquire into the conditions in regard to education, and in 1901 Lord Curzon convened a conference of Indian educationists and Provincial Directors of Public Instruction, to discuss all matters pertaining to education. These efforts resulted in increased involvement of the Government of India in educational matters. To strengthen the machinery at the Centre a Director-General of Education was appointed in 1901, who was primarily responsible for advising the Government of India on subjects pertaining to education. The Director-General worked under the Home Department, which continued to be responsible for supervising and coordinating matters connected with educational administration. He undertook periodic tours to the Provinces, and inspected educational institutions. The Educational Bureau under him collected necessary information concerning the organisa-

tion of schools in India, their methods of teaching and curricula, etc. The Bureau also published reports containing this information from time to time.

A separate Department of Education was created in 1910. It, however, worked more or less as a coordinating unit, and a clearing house of information concerning educational administration. In 1923, in the interest of economy, the Department of Education was amalgamated with the Departments of Health, Revenue and Agriculture, and the combined Department was named as the Department of Education, Health and Lands. In 1945, the Department of Education, Health and Lands was trifurcated, giving rise to three separate Departments, *viz.*, the Department of Education, Department of Health, and the Department of Agriculture. In August 1947, the Department of Education became a 'Ministry' under the charge of a Cabinet Minister. This position continued till April 1957, when for the first time the two subjects 'education' and 'scientific research' were brought under one Ministry, named the Ministry of Education and Scientific Research.

The subject 'scientific research' is a development following the First World War, when the shortcomings in India's industrial advancement were keenly felt. The significant part that scientific research plays in industrial advancement was then recognised and an Industrial Commission was set up in 1918. The Commission suggested for the adoption of various measures to promote scientific research for industrial advancement. Considerable research work was done during the two decades between the two World Wars, but the work was not properly coordinated. In 1935, the Government of India established the Industrial Intelligence and Research Bureau with the object of "marking a beginning and to lay the foundation on which research organisation suitable for the needs of the country could later be constructed". An Industrial Research Council consisting of representatives of the Central and the Provincial Governments was also set up, to advise on measures for the coordination and development of industrial research.

Following the outbreak of World War II, the inadequacy of the Industrial Research Bureau became markedly clear and the scientific resources of the country had to be mobilised for the war effort. Further activities of the Industrial Research Bureau was stopped and in 1940, the Government of India established the Board of Scientific and Industrial Research for a period of two years, in the first instance, for the promotion of industrial research. The Board was to coordinate the activities of other scientific research institutions working on the same lines.

In 1942, the Government decided to create a fund called Industrial Research Fund, "for the purpose of fostering industrial development in the country" and the Council of Scientific and Industrial Research was constituted as an autonomous body under the provisions of the Registration of

the Societies Act (XXI of 1860) to administer the Fund. The administration of the Council was vested in a Governing Body nominated by the Government of India.

After India became independent in 1947, scientific research received due recognitions, and the subject was announced as a portfolio directly under the Prime Minister. Later, the Department of Scientific Research was created in June 1948. As a result of the re-organisation of the Ministries of the Government of India in January 1951, the Department of Scientific Research became a part of the newly created Ministry of Natural Resources and Scientific Research, to which was also assigned the work relating to atomic energy, mines and geology, and the power projects. In August 1952, however, the work relating to power projects was transferred from the Ministry of Natural Resources and Scientific Research to the Ministry of Irrigation and Power. At the same time, the Survey of India, the Zoological Survey of India and the Botanical Survey of India, were transferred from the Ministry of Food and Agriculture to this Ministry. The administrative control relating to work connected with the Ahmedabad Textile Industry's Research Association, was also brought under this Ministry from the Ministry of Commerce and Industry. In August 1954, work relating to atomic energy was transferred from this Ministry to the newly created Department of Atomic Energy, which was set up under the direct control and supervision of the Prime Minister. In April 1957, the Ministry of Natural Resources and Scientific Research was abolished and the subject 'Scientific research' was placed under the newly created Ministry of Education and Scientific Research.

The two subjects, 'education' and 'scientific research', thus, came under one Ministry for the first time in 1957. The new Ministry of Education and Scientific Research was organised in three Departments, *viz.*, the Department of Education, the Department of Scientific Research and Technical Education, and the Department of Cultural Activities and Physical Education. This arrangement, however, lasted only for a short period. In February 1958, the Ministry of Education and Scientific Research was bifurcated into the Ministry of Education and the Ministry of Scientific Research and Cultural Affairs. The new Ministry of Education took over all the functions of the erstwhile Department of Education and the subject 'physical education' from the Department of Cultural Activities and Physical Education. The Ministry of Scientific Research and Cultural Affairs was made responsible for all the functions under the Department of Scientific Research and Technical Education and those pertaining to cultural activities under the Department of Cultural Activities and Physical Education.

The Ministry of Education and the Ministry of Scientific Research and Cultural Affairs were again combined into one Ministry in November 1963. The new combined Ministry of Education was organised in two

Departments, *viz.*, the Department of Education and the Department of Science. In March 1964, however, the two Departments were abolished and the Ministry was reorganised in five Bureaus. In June 1964, items of work relating to child welfare, education of handicapped and social welfare was transferred from the Ministry of Education to the newly created Department of Social Security.

In July 1964, the Government of India appointed an Education Commission, to advise it on the national pattern of education and on the general principles and policies for the development of education at all stages and in all aspects. The Commission submitted its report to the Government in June 1966. The Ministry of Education was renamed as The Ministry of Education and Youth Services in February 1969.

II. FUNCTIONS

Matters connected with 'education' fall largely in the State list of subjects under the Constitution of India. The Central Government is directly responsible for the running of Central Universities, administration of education in the Union Territories and conducting scientific research. The Constitution has also placed the responsibility for the coordination of facilities and maintenance of standards in respect of university and technical education with the Union Government.

Though the direct responsibility for development and administration of education in the States lies with the State Governments, the Ministry of Education and Youth Services sponsors a number of educational schemes, which though implemented by the State Governments, are assisted by the Government of India financially. The Ministry is also concerned with the programmes for the promotion, development and enrichment of the Hindi language, and of international collaboration in education.

The following is the detailed list of subjects allocated to the Ministry of Education and Youth Services:

1. Pre-Primary Education.
2. Elementary Education.
3. Basic Education.
4. Secondary Education; Education and vocational guidance.
5. University education; Central Universities; Rural higher education; Educational projects under the India wheat Loan Educational Exchange Programme; Colombo Plant; T.C.M.; Ford Foundation Projects, etc.
6. Institutions of higher learning (other than Universities); Institute of Indology.
7. Bal Bhavan, Children's Museum.
8. Social Education and adult education.

9. Physical education, games, sports, boy scouts, girl guides; National Discipline Scheme, etc.
10. Youth Welfare activities (excluding youth hostels), youth festivals, work camp, etc.
11. Audio Visual Education.
12. Books (other than the books with which the Ministry of Information & Broadcasting is concerned) and Book Development (excluding stationery paper and newsprint industries with which the Ministry of Industry is concerned).
13. Educational research.
14. Publications, information and statistics.
15. Teacher's training.
16. Propagation and development of Hindi; Standard keyboard for the Hindi typewriter and teleprinter; Preparation of multilingual dictionaries.
17. Propagation and development of Sanskrit.
18. Rehabilitation and other problems relating to displaced teachers and students.
19. Central Advisory Board of Education.
20. UNESCO and Indian National Commission for Cooperation with UNESCO.
21. All scholarships including those offered by foreign countries and foreign agencies in subjects dealt with by this Ministry (but excluding those relating to the Department of Atomic Energy); Scheduled Castes, Scheduled Tribes and other Backward Classes scholarships; and General Scholarships Scheme.
22. Education and welfare of Indian students overseas; Education Departments of Indian Missions overseas; Financial assistance to educational institutions and Indian Students' Associations abroad.
23. Educational exchange programmes; exchange of teachers, professors, educationists, scientists, technologists, artists, dancers, musicians, etc.; programme of exchange of scholars between India and foreign countries.
24. Recruitment of teachers for foreign countries.
25. Admission of foreign students in Indian institutions.
26. Central Secretariat Library; National Library, Calcutta; Central Reference Library, Calcutta; Raza Library, Rampur; Delhi Public Library; India Office Library.
27. Archaeology, archaeological museums.
28. The Ancient and Historical Monuments and Archaeological Sites and Remains (Declaration of National Importance) Act, 1951, Ancient Monuments Preservation Act, 1904.
29. Grants to Universities and historical societies for excavation work.
30. International Conventions for the protection of cultural property in

the event of armed conflict.

31. History of Freedom Movement.
32. Indian Copyright Act and International Conventions on Copyright.
33. Delivery of Books (Public Libraries) Act and Press and Registration of Books Act and (insofar as supply of books and catalogues to the Central Government is concerned).
34. Promotion of fine arts.
35. Sahitya, Lalit Kala and Sangeet Natak Academies and Indian Council for Cultural Relations.
36. General development of Museums, National Museum, New Delhi, Indian Museum, Calcutta; and Salar Jung Museum and Library, Hyderabad.
37. National Gallery of Modern Art, New Delhi.
38. Victoria Memorial Hall, Calcutta.
39. Indian War Memorial, Delhi.
40. Acquisition of Indian and foreign art objects.
41. Treasure Trove; export of antiquities.
42. Open-air Theatres in rural areas and Theatres in State Capitals.
43. Financial assistance to authors and artists or their survivors in indigent circumstances, other than those belonging to the categories covered under the Scheme of the Ministry of Information and Broadcasting.
44. Charities and Charitable Institutions, Charities and Religious Endowments pertaining to subjects dealt with in this Ministry.
45. Development of Modern Indian languages.
46. Publication of Rare Manuscripts.
47. Grants to all-India cultural institutions and their strengthening, grants to research institutions, scientific associations and scientific bodies except for grants for research and training in higher mathematics, nuclear science and atomic energy.
48. Grants to Indo-foreign Cultural societies.
49. Cultural agreements and friendship treaties with foreign countries.
50. International Students' Houses in India and abroad.
51. Distribution of gift books received from abroad.
52. Appointment of Cultural Attaches abroad.
53. Visit of Cultural Delegations, etc. to India, sponsored and unsponsored.
54. Individuals (including lecturers)—sponsored by Government for visits abroad.
55. Presentation of books to foreign countries.
56. Establishment of libraries abroad.
57. Translation of Indian classics into foreign languages.
58. Exchange of official publications with foreign Governments and institutions and agreements for such exchanges.

59. Presentation of Indian art objects abroad.
60. Advice to the Government of India in all matters of scientific research, other than in nuclear science, and atomic energy, in Universities and research institutions.
61. *Ad hoc* scientific research, other than research in higher mathematics, nuclear science and atomic energy, in Universities and research institutions.
62. International Scientific unions with which this Ministry is concerned.
63. International Congress of Orientalists.
64. Scientific liaison through the Indian Scientific Liaison Officer.
65. Vijnan Mandirs.
66. Survey of India and compilation of National Atlas.
67. Anthropological Survey of India, Zoological Survey of India and Botanical Survey of India.
68. Revision of Gazetteers.
69. General policy regarding partial financial assistance to scientists going abroad for studies in fields other than mathematics, nuclear science and atomic energy.
70. Annual Session of Indian Science Congress.
71. Pan-Indian Ocean Science Association.
72. Expansion, Development and Coordination of Technical Education.
73. Administrative Staff College.
74. School of Planning and Architecture.
75. Regional Schools of Printing.
76. Grants-in-aid to State Government institutions, non-Government institutions, professional bodies and technical institutions of Union Territories for technical education. Grants-in-aid for postgraduate studies in basic sciences; grants-in-aid for development of higher scientific education and research and technology; grants-in-aid for fundamental research in science and technology; grants to individuals for fundamental research.
77. All India Council for Technical Education.
78. Conduct of National Diploma and National Certificate Examinations of the All India Council for Technical Education.
79. Practical training facilities for students of engineering and technological institutions.
80. Recognition of professional/technical qualifications for purposes of recruitment to posts under Government of India.
81. National Research Professorships and Fellowships.
82. Holding of Foreign Examinations in the fields of professional and technical education in India.
83. University Grants Commission.
84. National Council for Educational Research and Training.
85. National Archives of India.

86. National Book Trust.
87. Central Braille Press, Dehradun.
88. Council of Scientific and Industrial Research.
89. Central Board of Geophysics.
90. Indian National Scientific Documentation Centre.
91. Indian School of Mines & Applied Geology, Dhanbad.
92. Indian Institutes of Technology at Kharagpur, Bombay, Kanpur, Madras and Delhi.
93. Indian Institute of Science, Bangalore.
94. All other attached or subordinate offices or other organisation concerned with any of the subjects specified in this list.

III. ORGANISATION

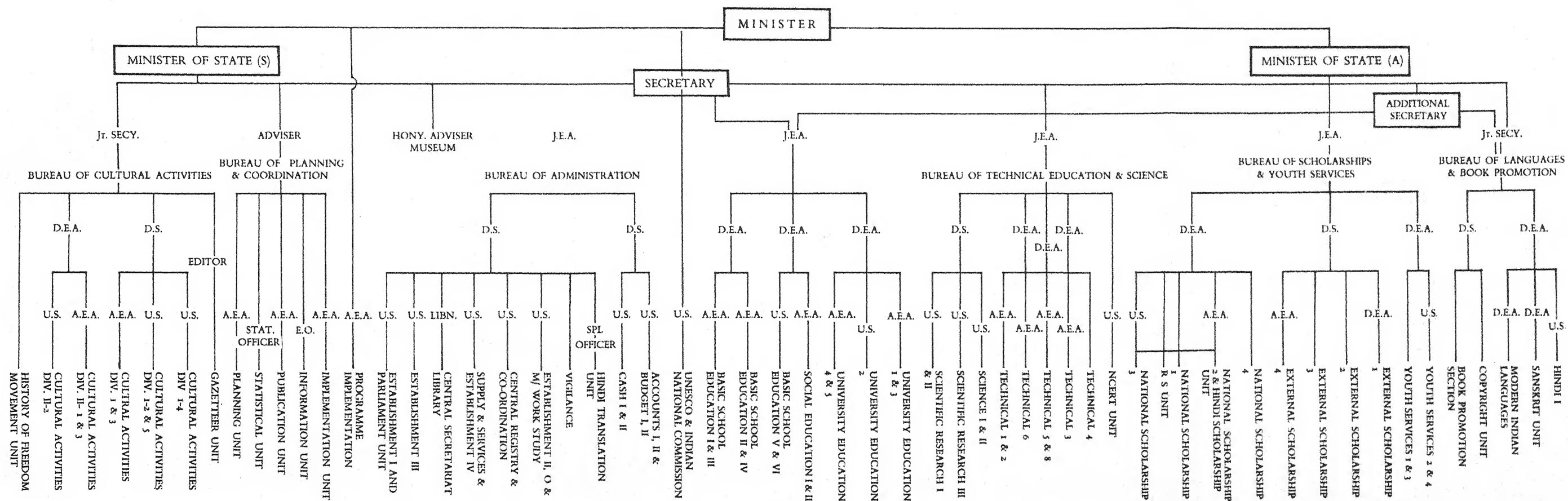
The Ministry of Education and Youth Services consists of a Secretariat, one Attached Officer, and twenty Subordinate Offices. It is also responsible for the administration of Indian Education offices located abroad. In addition, there are a large number of autonomous organisations (financially supported by the Ministry), and one public undertaking under the administrative control of the Ministry. The Ministry is in charge of a Minister of Cabinet rank, who is assisted by a Minister of State and a Deputy Minister.

SECRETARIAT

Secretary & Educational Adviser	1
Director-General C.S.I.R. & <i>Ex-Officio</i> Secretary	1
Educational Adviser (Tech.) and <i>ex-officio</i> Additional Secretary	1
Joint Secretary	2
Joint Educational Advisers	4
Adviser	1
Editor (Gazetteers)	2
Deputy Secretary	6
Deputy Educational Adviser	10
Under Secretaries.	20
Assistant Educational Advisers (Genl.)	20
Officer on Special Duty	1
Statistical Officer	1
Senior Scientific Officer	1
Compiler (Gazetteer)	7
Special Officer	2
Senior Scholar	2
Librarian	6
Education Officer	9

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AS ON 5-2-1968



Hindi Officer	1
Accounts Officer	1
Assistant Education Officer	11
Assistant Accounts Officer	1
Junior Scholar (History of Freedom Movement)	2
Section Officer	63

The Secretariat of the Ministry of Education and Youth Services is organised in seven Bureaux, *viz.*, the Bureau of Cultural Activities, Bureau of Planning and Coordination, Bureau of General Education, Bureau of Technical Education and Science, Bureau of Scholarships and Youth Services, Bureau of Languages and Book Promotion and the Bureau of Administration.

In addition, there are three special units attached to the Secretariat of the Ministry, *viz.*, the History of the Freedom Movement Unit, the Copyright Office, and the Revision of Gazetteers Unit. The History of the Freedom Movement Unit, set up in 1958, is responsible for the compilation and publication of the history of the freedom movement in India. The Volumes I and II of the History have already been published.

The Copyright Act of 1957, was brought into force in January 1958. The Act provides for the establishment of a Registrar of Copyrights and a Copyright Board. The Copyright Unit is responsible for the registration of copyright in literary and artistic works. The Copyright Board determines the reasonableness of the scale of fees, charges or royalties claimed by the Performing rights Societies; considers applications for licenses for public performances of works; and assesses compensation payable under the Act. In certain matters, the Board has powers of a Civil Court. The Board consists of a chairman and two members.

The Gazetteers Unit, constituted in December 1957, is responsible for the scrutiny and publication of "Gazetteer of Indian Union" and the scrutiny and approval of the District Gazetteers prepared by the State Governments. The Unit is headed by an Editor.

The detailed organisation of the Ministry of Education and Youth Services is shown in the chart placed alongside.

III. ATTACHED OFFICES

Archaeological Survey of India, New Delhi

The Archaeological Survey of India was established in 1892, to preserve ancient monuments in the country. It was designated as a Department of Archaeology in 1947, under the charge of a Director General. Again in 1961, the Department was redesignated as Archaeological Survey of India.

The Archaeological Survey of India is responsible for the preservation

and structural repairing of ancient monuments of national importance, and for undertaking exploration and archacological excavations. It also assists various non-governmental institutions in conducting explorations and excavations. There is a School of Archaeology, functioning under the Archaeological Survey of India since October 1959, where intensive training in all the important branches of archaeology, including pre-history explorations and excavations is imparted.

IV. SUBORDINATE OFFICES

1. *National Archives of India, New Delhi*

The National Archives of India is the only archival repository of the Government of India, in which are housed all important records from the early days of the East India Company. It is responsible for the preservation of records required for reference purposes by the Ministries as also for microfilming and photo-duplicating of records. "Non-current" records of the Ministries are also transferred annually to the Archives. The other activities of the Archives include provision of training in archives-keeping, research and reference service and publications.

2. *Directorate of National Fitness Corps, New Delhi*

The Directorate of National Fitness Corps was established in July 1954, for the implementation of the national fitness corps programme. The programme aims at making the youth physically resilient for the defence of the country by developing physical efficiency, toughness, courage, endurance, discipline and patriotic fervour. It also aims at developing among the youth a sense of appreciation for moral values and love for the country and its culture. The Directorate controls about 7,000 National Discipline Instructors distributed to schools all over the country. The Directorate conducts a regular 9 months diploma/certificate course for teacher trainees deputed by the States at the two Central Training Institutes set up at Sariska (Rajasthan) and Barwaha (M.P.). The Directorate also provides in-service reorientation courses to the existing physical education teachers.

The Directorate has seven regional offices located at New Delhi, Chandigarh, Lucknow, Calcutta, Bangalore, Poona and Ahmedabad. The Directorate is headed by a Director-General.

3. *Central Hindi Directorate, New Delhi*

The Central Hindi Directorate was set up in March 1960, for implementing the programmes of propagation and development of Hindi. The

Directorate is also responsible for translation of office manuals, forms and procedural literature of the Government of India in Hindi.

4. *Asian Institute of Education Planning and Administration,
New Delhi*

The Asian Institute of Educational Planning and Administration was set up in March, 1962, in collaboration with UNESCO, for providing in-service training to the educational planners, administrators and supervisors from participating Asian Member States of UNESCO. The Institute also organises seminars and conferences on various aspects of education.

The Institute is headed by a Director.

5. *National Library, Calcutta*

The National Library is the biggest library of its kind in India. It was established in 1902, and was called 'Imperial Library' till it was renamed 'National Library' in September 1949. The Library also acts as a centre for inter-library loan within the country as well as abroad. A children's wing has been added to the Library in July 1960. The Library also undertakes reference and bibliographical work. It has so far compiled 88 bibliographies containing 5,649 entries. The Library also renders technical advice on library matters to those interested.

6. *Central Reference Library,
Calcutta*

The Central Reference Library, which is proposed to be shifted to Delhi after sometime, is, at present, functioning in the National Library. Apart from reference services, the Library publishes the monthly 'Indian National Bibliography'. It also publishes the annual cumulated volumes of the Bibliography. The Library provides assistance to the State Governments in the compilation and editing of the language fascicules of the Bibliography, which are published by the State Governments.

7. *National Gallery of Modern Art,
New Delhi*

The National Gallery of Modern Art was established in July 1953, and was formally opened in March 1954. The main function of this Gallery is to exhibit paintings and other art objects, either purchased by the Ministry of Education and Youth Services through the Art Purchase Committee, or acquired through other sources. The Gallery also publishes monographs on modern art and artists.

8. *National Museum,
New Delhi*

The National Museum is responsible for the exhibition and preservation of objects of art and antiquities of national importance. A new building for the National Museum has been constructed at the conflux of Janpath and Rajpath in New Delhi. In pursuance of the recommendations of the Central Advisory Board of Museums, the National Museum has set up a circulating exhibition for Delhi schools. The Museum organises illustrated lectures on Indian art, archaeology and anthropology. The Museum also maintains a library and a research and reference service.

9. *Indian War Memorial Museum,
Delhi*

The Indian War Memorial Museum is housed in Red Fort, Delhi, and is responsible for the preservation and exhibition of arms, ammunition and equipment used in the first world War.

10. *Directorate of Practical Training in Mining,
Dhanbad*

In pursuance of the recommendations of the Joint Committee of the All-India Council for Technical Education and the Coal Council of India, a Directorate of Practical Training in Mining was set up in December 1961 at Dhanbad. The Directorate is responsible for organising practical training of students of mining engineering in mines and other establishments. The Directorate is headed by a Director, who is assisted by Field Officers and other staff.

11. *Survey of India, Dehradun*

The Survey of India carries out topographical surveys throughout India, and prepares up-to-date maps to cover the whole country, depicting them in physical and other characteristic features, and administrative sub-divisions. The Survey of India renders advice and information on all kinds of survey and cartographic matters to the Ministries and Departments of the Government of India and to the State Governments. The Department also conducts training courses for departmental officers, and those deputed by various State Governments and neighbouring countries. The Survey of India has under it 7 Regional Directorates, in addition to the Map Publication Office, Geodetic and Research Branch, Directorate of Survey (Air), Indian Photo-Interpretation Institute, and the Pilot Production and Training Centre.

12. *Botanical Survey of India, Calcutta*

The Botanical Survey of India was established in 1890, to explore the plant resources of the country, by systematic surveys. The Botanical Survey of India is organised into the following main divisions:

- (i) Headquarters Organisation, Calcutta
- (ii) Central National Herbarium, Howrah
- (iii) Botanical Garden, Shibpore, Howrah
- (iv) Central Botanical Laboratory, Calcutta
- (v) Industrial Section, Indian Museum, Calcutta
- (vi) Northern Regional Circle, Dehradun
- (vii) Southern Regional Circle, Coimbatore
- (viii) Western Regional Circle, Poona
- (ix) Eastern Regional Circle, Shillong
- (x) Central Regional Circle, Allahabad

13. *Zoological Survey of India, Calcutta*

The Zoological Survey of India, with the status of a Government scientific survey department, was established in 1916. It is headed by a Director with headquarters at Calcutta.

The functions of the Zoological Survey of India are as follows:

- (i) To undertake faunistic surveys, in order to acquire knowledge of the variety and geographical distribution of the Indian fauna
- (ii) To maintain and look after the national zoological collections
- (iii) To maintain and improve the zoological public galleries of the Indian Museum
- (iv) To act as bureau of information on systematic zoology
- (v) To advise the Government of India on all matters connected with the science of zoology

The Zoological Survey of India has 7 regional stations under it, located at Shillong, Poona, Jabalpur, Jodhpur, Dehradun, Madras and Patna.

14. *National Atlas Organisation, Calcutta*

The National Atlas Organisation was set up in 1956, to prepare a National Atlas of India in Hindi, English and other regional languages of the country. The maps in the Atlas are designed to depict the complex physical features of the country and socio-economic information relating to the country.

The Organisation is headed by a Director.

15. *Anthropological Survey of India, Calcutta*

The Anthropological Survey of India is responsible for conducting anthropological surveys, which include social, psychological, economic, linguistic, physical, genetic and instructional investigations. It also carries out research work in various other social and sociological problems. The survey has four regional stations, one each at Port Blair, Mysore, Shillong and Nagpur.

The Anthropological Survey of India is headed by a Director.

16. *Commission for Scientific and Technical Terminology, New Delhi*

The Commission for Scientific and Technical Terminology was set up in 1961, to review the work so far done in the field of scientific and technical terminology and formulate the principles relating to coordination and evaluation of terminology in Hindi and other languages. The Commission, which earlier formed part of the Central Hindi Directorate, was organised as a separate office with effect from October 1, 1965. The Commission has also undertaken the task of preparing standard scientific textbooks using the new terminologies and scientific and technical dictionaries and of translation into Indian languages of scientific books in foreign languages.

17 to 20. *Regional Offices, Bombay, Calcutta, Kanpur and Madras*

The four Regional Offices of the Ministry, viz., Western, Northern, Eastern and Southern, are located in Bombay, Kanpur, Calcutta, Madras respectively. These offices have been set up to promote a coordinated development of technical education in the country as a whole. The Regional Offices function as the Secretariat of the All-India Council of Technical Education and also help in the establishment of close liaison between the Centre and the States in the field of technical education.

V. AUTONOMOUS ORGANISATIONS

1. *Council of Scientific and Industrial Research, New Delhi*

The Council of Scientific and Industrial Research was established in 1942 by the Government of India as an autonomous body registered under the Registration of Societies Act XXI of 1860. It administers the Industrial Research Fund to which contributions are made by the Government of India from year to year.

The functions assigned to the Council are:

- (a) Promotion, guidance and coordination of scientific and industrial research in India, including the institution and the financing of specific researches.
- (b) Assisting establishment or development of special institutions or departments of existing institutions for scientific study of problems affecting particular industries and trades.
- (c) Establishment and award of research studentships and fellowships.
- (d) Utilisation of the results of researches conducted under the auspices of the Council towards the development of industries in the country and the payment of a share of royalties arising out of the development of the results of research to those who are considered as having contributed towards the pursuit of such research.
- (e) Establishment, maintenance and management of laboratories, workshops, institutes and organisations to further scientific and industrial research and to utilise and exploit for purposes of experiment any discovery or invention likely to be of use to Indian industries.
- (f) Collection and dissemination of information in regard not only to research but to industrial matters generally.
- (g) Publication of scientific papers and a journal of industrial research and development.
- (h) Such other activities as promote generally the objects of the Council.

Governing Body—The administration of the Council is vested in the Governing Body, of which the Prime Minister is the President, and the Minister of Education and Youth Services, the Vice-President. The Governing Body of 30 members is composed of eminent scientists, industrialists and administrators. Some of them are also members of its main advisory body—the Board of Scientific and Industrial Research. This common membership has been particularly helpful in facilitating the consideration of technical matters by the Governing Body in their proper perspective. A representative of the Ministry of Finance is a nominated member of the Governing Body.

The management of the affairs and funds of the Council is vested in the Governing Body, subject to such limitations in respect of expenditure as the Central Government may impose from time to time.

All decisions on matters of policy like the passing of the budget of the Council, the sanctioning of grants for research schemes and other matters falling within the scope of the activities of the Council are taken by the Governing Body. The budget of the Council is subject to approval by the President of India. The President of the Council is vested with wide powers in matters of finance, within the sanctioned budget allotment, either under the constitution of the Council, or by delegation from the Governing Body.

The Board of Scientific and Industrial Research is the principal advisory body of the Council, and advises the Governing Body on general technical

matters. All proposals relating to scientific, technical or technological activities of the Council, whether in furtherance of research or of development, are referred to the Board for advice. The Board also advises the Governing Body as to the lines on which scientific and industrial research should be conducted, and the channels into which it should be guided, in order to serve best the object of ensuring coordinated developments of science and industry in the country. The Board initiates, guides and supervises research projects, and also examines and coordinates schemes of research. The Board consists of 26 members representing science, engineering, industry and concerned Departments of the Government of India. The Board is assisted by a number of research committees. The Director-General, Scientific and Industrial Research, is an *ex-officio* member of each of these committees. All research schemes submitted to the Council for grant-in-aid are referred to the appropriate research committee for scrutiny and recommendation. They also formulate long-range research projects on specific subjects.

The Director-General, Scientific and Industrial Research, is the principal executive Officer of the Council. He is also *ex-officio* Secretary to the Government of India in the Ministry of Education and Youth Services. He is responsible for the day-to-day administration of the Council and exercises supervisory control over its technical and research activities, including the work of the National Laboratories and researches under the grant-in-aid schemes. He is a member of the Governing Body, the Board of Scientific and Industrial Research, Executive Councils of National Laboratories and other research committees as also of standing and *ad hoc* committees of the Council.

On the administrative side, the Director-General is assisted by the Secretary of the Council. The Secretary of the Council is concerned mainly with financial matters, work connected with the Governing Body and the Board of Scientific and Industrial Research, general matters connected with the National Laboratories and award of fellowships and scholarships. The work connected with finance includes the preparation of the budget of the Council, disbursements on establishment, examination of the financial implementations of proposals from National Laboratories, and maintenance of accounts of expenditure on sponsored research.

On the technical side, the Director-General's responsibilities include the supervision and coordination of the work of the National Laboratories and the various research and expert committees, advising Ministries and Departments of the Government of India on scientific matters, planning of new research laboratories and research projects, research utilisation, bringing out publications and dissemination of scientific information. There are nine technical units at the C.S.I.R. headquarters, *viz.*, the Central Design and Engineering Organisation, Directorate of Research Coordination and Industrial Liaison, Research Survey and Planning Organisation, Directorate of Scientific and Technical Personnel, Defence Co-

ordination Unit, Patents Unit, International Scientific Collaboration Bureau, Indian National Scientific Documentation Centre, and the Publications and Information Directorate.

National Laboratories—There are 30 National Laboratories and Institutes under the Council of Scientific and Industrial Research. The National Physical Laboratory at New Delhi, and the National Chemical Laboratory at Poona stand on a special footing. The former is equipped for the maintenance of research on fundamental and derived standards. It also undertakes research on industrial standards of performance and practice. The National Chemical Laboratory is concerned with investigations embracing all the applications of chemistry. In the areas not covered by the activities of other institutes, this Laboratory has a special responsibility.

The other National Laboratories are listed below:

National Metallurgical Laboratory, Jamshedpur;
Central Fuel Research Institute, Jealgora, Dhanbad;
Central Glass and Ceramic Research Institute, Calcutta;
Central Food Technological Research Institute, Mysore;
Central Drug Research Institute, Lucknow;
Central Leather Research Institute, Madras;
Central Electro-Chemical Research Institute, Karaikudi;
Central Building Research Institute, Roorkee;
National Botanic Gardens, Lucknow;
Central Road Research Institute, Delhi;
Central Electronics Engineering Research Institute, Pilani;
Central Salt and Marine Chemicals Research Institute, Bhavanagar;
Indian Institute of Experimental Medicine, Calcutta;
Central Mining Research Station, Dhanbad;
Central Mechanical Engineering Research Institute, Durgapur;
Central Public Health Engineering Research Institute, Nagpur;
National Aeronautical Laboratory, Bangalore;
Central Indian Medicinal Plants Organisation, Lucknow;
Indian Institute of Petroleum, Dehradun;
National Geophysical Research Institute, Hyderabad;
Regional Research Laboratories at Hyderabad; Jammu-Tawi; Bhubaneswar and Jorhat;
Birla Industrial and Technological Museum, Calcutta;
Visvesaraya Industrial and Technological Museum, Bangalore;
National Institute of Oceanography, Delhi; and
Central Scientific Instruments Organisation, Chandigarh.

The direction of scientific research and the day-to-day administration of the National Laboratories are vested in the Directors of the respective

Laboratories. The scientific work of the Laboratories is carried out in various divisions and sections headed by Assistant Directors or Senior Scientific Officers. On the administrative side, each Laboratory has an Administrative Officer and an Accounts Officer to look after routine administrative and financial matters.

An Executive Council has been set up for each Laboratory and the management of the affairs and the budget grants of the Laboratory is vested in the Executive Council. In addition, there is a Scientific Advisory Committee for each Laboratory, to advise the Executive Council and the Board of Scientific and Industrial Research on technical matters connected with each Laboratory.

2-6. Indian Institute of Technology, Kharagpur, Bombay, Madras, Kanpur and New Delhi

In 1945, the Central Government appointed a high-powered committee under the Chairmanship of the late Shri Nalini Ranjan Sarkar to make recommendations on the development of higher technical education in India, in order to meet the large demand for technical personnel for the post-war industrial development of the country. The Committee recommended the establishment of four higher technological institutes on the lines of the Massachusetts Institute of Technology in the U.S.A. In pursuance of the recommendations of the Sarkar Committee, five technological institutions have been set up at Kharagpur, Bombay, Madras, Kanpur and New Delhi. The main object of these Institutes is to promote post-graduate education and research in engineering and technology. These institutions function as autonomous bodies and are registered under the Societies Registration Act. The management of these Institutes is vested in a Board of Governors, which includes representatives of the All-India Council for Technical Education, the Central Government and various other interests concerned. The Parliament has, by law, declared these Institutes as Institutions of National Importance.

The Institute at Kharagpur, the first of the five Institutions was set up in 1951 and it offers facilities for a large number of under-graduate and post-graduate courses in Engineering and Technology. Similar facilities are available at the Institutes at Bombay (set up in 1958), Madras (set up in 1959), Kanpur (set up in 1960), and New Delhi (set up in 1961).

7. Indian Institute of Science, Bangalore

The Indian Institute of Science was set up in 1911 with the support of the Government of India, Mysore State Government and the Tatas, for providing higher studies and undertaking research in various branches of

science. There are presently 19 departments in the Institute. Broadly speaking, the science departments at the Institute concentrate on research only but some instructional work incidental to research is also undertaken. The engineering departments undertake both teaching and research. Teaching is mostly at the post-graduate level except in three departments which continue to undertake under-graduate work also. The Institute comes under the purview of the University Grants Commission as an institution having the status of a university.

8. *School of Planning and Architecture, New Delhi*

In pursuance of the recommendation of the All-India Council for Technical Education, the Central Government established in July 1955, a School of Town and Country Planning for conducting courses in this field. Later, as a sequel to the reorganisation of the Delhi Polytechnic, the scope of work of the School was expanded to include 'Architecture' also. Simultaneously, the name of the school was changed to School of Planning and Architecture. The school now offers courses in architecture, town planning and housing.

9. *National Book Trust, New Delhi*

The National Book Trust was set up in 1957, as an autonomous body financed by the Government of India. The Trust is responsible for producing suitable and inexpensive books for general reading. It has also undertaken the programme of publishing a new series of books under the title 'India: land and the People.' The Trust also seeks to foster book-mindedness in the people by arranging exhibition and seminars.

10. *University Grants Commission, New Delhi*

In pursuance of the recommendations of the University Education Commission (1948), the University Grants Commission was constituted in November 1953. It was given an autonomous statutory status by an Act of Parliament in 1956. It is the general duty of the Commission to take, in consultation with the Universities or other bodies concerned, all such steps as it may think fit, for the promotion and coordination of university education, and for the determination and maintenance of standards of teaching, examination and research in universities. For the purpose of performing its functions under the University Grants Commission Act, the Commission may:

- (a) Inquire into the financial needs of universities.
- (b) Allocate and disburse grants to universities out of its funds.

- (c) Advise the Central Government or any State Government on the allocation of any grants to universities for any general or specified purpose out of Consolidated Fund of India, or the Consolidated Funds of the States, as the case may be.
- (d) Advise any authority, if such advice is asked for, on the establishment of a new university, or on proposals connected with the expansion of the activities of any university.
- (e) Collect information on all such matters relating to university education in India and other countries as it thinks fit, and make the same available to any university.

At present, the Commission consists of nine members, including the Chairman appointed by the Central Government. The members are chosen as follows:

- (a) Not more than three members from among the Vice-chancellors of universities.
- (b) Two members from among the officers of the Central Government to represent that Government.
- (c) The remaining members from among persons who are educationists of repute, or who have obtained high academic distinctions.

The Central Government nominates a member of the Commission, who is not an officer of the Central or any State Governments, to be the Chairman of the Commission.

11. *National Council of Educational Research and Training, New Delhi*

The National Council of Educational Research and Training was set up in September 1961, as an autonomous organisation. It has been registered under the Indian Registration of Societies Act of 1860. The main functions of the Council are:

- (a) To establish a National Institute of Education for the development of research, advanced training (both pre-service and in-service) of educational administrators, teachers, educators and other high level personnel required for education, and the extension services.
- (b) To establish regional institutes in different parts of the country for the educational research, training and extension, in general, and for the development of multi-purpose secondary education, in particular.
- (c) To act as a clearing house for ideas and information in educational research, training and extension.

The Council on its coming into existence in September 1961, took control of five institutions dealing with educational subjects, which were formerly administered as Subordinate Offices in the Ministry of Education. The Council has since set up a number of new Departments and regional colleges of education and now administers: (i) the National Institute of Education (which has nine Departments); (ii) four Regional Colleges of Education at Ajmer, Bhopal, Bhubaneswar and Mysore; and (iii) Central Institute of Education at Delhi. The nine Departments under the National Institute of Education are those of: (i) Field Services; (ii) Adult Education; (iii) Audio-Visual Education; (iv) Curriculum and Evaluation; (v) Science Education; (vi) Psychological Foundation; (vii) Educational Administration; (viii) Educational Foundation; and (ix) Teachers Education.

The General Body of the Council includes in its membership the Education Ministers of State Governments or their representatives, with the Union Minister of Education as its President. Management of the affairs and funds of the Council vest in the Governing Body. To advise the Council on academic matters, a Board of Educational Studies has been formed, which has standing committees for research and extension.

12. *Indian Council for Cultural Relations, New Delhi*

The Indian Council for Cultural Relations was formed in 1950, to establish, revive and strengthen cultural relations between India and other countries. The activities of the Council include exchange of eminent scholars and students, maintenance of chairs of Indology in foreign universities, appointment of teachers for culture, presentation of books and films about India, reception to distinguished visitors from abroad, and welfare of foreign students in India.

13. *Sangeet Natak Akademi, New Delhi*

The Sangeet Natak Akademi was set up by the Government of India in 1953 and was subsequently registered under the Societies Registration Act. The Akademi directs its activities towards fostering of dance, drama and music, and to the promotion, through them, of the cultural unity of the country. It promotes research, encourages setting up of theatre centres and training institutions, organises seminars and festivals, awards prizes, confers distinctions, publishes literature, grants assistance to institutions and fosters cultural exchanges. The Akademi maintains close liaison with the institutions it has recognised and with affiliated regional akademies now functioning in most of the States. Two training institutions are being run by the Akademi—the National School of Drama and Asian Theatre Institute at New Delhi, and the Jawaharlal Nehru Manipur Dance Academy at Imphal. The Akademi makes annual award to outstanding

artists in the field of dance, drama and music.

14. *Sahitya Akademi, New Delhi*

The Sahitya Akademi was set up in 1954, as a registered society. It works actively for the development of Indian letters, and sets high literary standards; fosters and coordinates literary activities in all the Indian languages and promotes, through them, cultural unity of the country. The publication of a national bibliography of Indian literature, covering all books of literary merit published in the twentieth century in the fourteen major languages of India, is one of the important activities of the Akademi. A comprehensive 'Who's Who of Indian Writers' was released by the Akademi in 1961. A number of Indian and foreign classics have been translated and published in several Indian languages. The Akademi publishes two half-yearly journals, one in English called *Indian Literature* and the other in Sanskrit called *Sanskrit Pratibha*. The Akademi also makes annual awards to authors of outstanding books published in different Indian languages.

15. *Lalit Kala Akademi,
New Delhi*

The Lalit Kala Akademi was established in 1954, as a registered society to promote the development of fine arts, and to evolve a programme of work for the growth and nourishment of painting, a sculpture and other graphic arts. It coordinates the activities of the State Akademies, encourages exchange of ideas among various schools of art, publishes literature on art, and fosters inter-regional and international contacts through exhibitions, exchange of personnel and of art objects. The Akademi holds a National Exhibition of Art every year. The Akademi makes annual awards to outstanding artists, who participate in the National Exhibition of Art.

16. *Indian Museum,
Calcutta*

The Indian Museum is one of the biggest institutions of its kind in India, possessing valuable specimen representing different aspects of India's cultural heritage.

The affairs of the Indian Museum are managed by a Board of Trustees constituted in accordance with the Indian Museum Act of 1910. The Museum consists of six constituent Sections, viz., Archeological, Anthropological, zoological, Industrial, Geological and Art. The first five of these Sections are directly administered by the Government of India the Art Section is directly under the trustees.

17. *Victoria Memorial Hall, Calcutta*

The Victoria Memorial Hall was built in 1903-04 to serve as a memorial to the reign of Queen Victoria, and as a national gallery. The galleries of the Hall have on display a large number of pictures and various other kinds of art objects, mostly connected with the British period of Indian History.

The affairs of the Memorial are managed by a Board of Trustees constituted in accordance with the Victoria Memorial Act, 1903.

18. *Salar Jung Museum, Hyderabad*

The Salar Jung Museum contains collections comprising art objects from various parts of the world. It was taken over by the Government of India in December, 1958 and it is being developed as a National Museum for the South. It was declared as an Institution of National importance by an Act of Parliament, in July 1961. Since then the administration of the Museum has been transferred to an autonomous Board set up under the provisions of the Salar Jung Museum Act, 1961.

19. *Lakshmibai College of Physical Education, Gwalior*

The Lakshmibai College of Physical Education conducts courses for the Bachelor of Physical Education Degree and its is affiliated to the Vikram University, Ujjain. In 1963, the College introduced, for the first time in India, a 2-year course for the Master's Degree in Physical Education.

20. *National Institute of Sports, Patiala*

The National Institute of Sports, set up in 1961, organises coaching under supervision of Indian and foreign experts to sportsman and players of various games. It also runs courses for the training of coaches.

21. *Indian School of Mines, Dhanbad*

The Indian School of Mines and Applied Geology was started in 1926. The name of the school was changed to Indian School of Mines in 1961. The School, which was earlier run as a subordinate office of the Ministry was converted into a society under the societies Registration Act, 1860, with effect from July, 1967. Since that day, the school has also been declared to be a 'deemed' university under the University Grants Commission Act. The School offers degree courses in Applied Geology Mining Engineering, Applied Geophysics and Petroleum Technology. The Institution is under the charge of a Director.

22. *Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeeth, New Delhi*

The Akhil Bharatiya Sanskrit Vidyapeeth was taken over by the Central Government in 1967 and has been renamed as Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeeth. It is run by an autonomous society named Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeeth Sabha registered under the Societies Registration Act of 1860.

23. *Kendriya Sanskrit Vidyapeetha, Tirupati*

The Kendriya Sanskrit Vidyapeetha is run under the management of the Kendriya Sanskrit Vidyapeetha Society. The Institution offers courses for Shiksha Shastri Degree (equivalent to B.Ed) in Sanskrit. It has also a Research and Publication wing, which reprints important sanskrit books.

24. *National Institute of Foundry and Forge Technology, Ranchi*

The National Institute of Foundry and Forge Technology been set up to run courses in foundry and forge technology. A grant received from the special Fund of the United Nations Development Programme will provide foreign experts fellowships and equipment for the Institute. The Institute has to start functioning from 1969.

25. *National Institute of Training in Industrial Engineering, Bombay*

The National Institute of Training in Industrial Engineering has been started to provide training in different aspects of industrial engineering to the supervisors and engineers working in an Industry. Financial support for the establishment of this Institute has been received from an international organisation and Industry.

26. *BalBhavan and National Children Museum, New Delhi*

The Bal Bhavan and National Children's Museum was established in June 1965 and is being managed as a registered society. The main purpose of this institution is to afford opportunity to children for education through recreational and physical activities. It runs a number of programmes of training and research with a view to promoting education of children through visual aids and provides them with opportunities for expression of their creative talents.

27. *Tibetan School Society, New Delhi*

The Tibetan School Society was set up in July 1961, as a registered

society, to look after the educational needs of Tibetan children, who had migrated to India. The Society is presently running 8 residential schools for Tibetan orphans and 5 day schools for the children of Tibetans working in refugee settlement. The Society also provides financial support to the four educational institutions for Tibetan Children located at Mussoorie, Madras, Dehradun and Gangtok. The expenses of the Society are partly met from the grant-in-aid given by the Ministry of Education and partly by donations made by voluntary organisations.

28. *Central Board of Secondary Education, New Delhi*

The Central Board of Secondary Education has been set up as a registered society, sponsored by the Ministry of Education, to conduct higher secondary examinations with a common syllabus and medium of instruction and such other examinations as may be assigned to it. The Board also publishes standard textbooks in various subjects in order to improve the teaching of those subjects.

29. *Kendriya Vidyalaya Sangathan (Central Schools Organisation), New Delhi*

The Ministry of Education and youth Services has established a net work of central schools, having a common syllabus and medium of instruction for the benefit of children and wards of Government employees of a transferable category. The number of such schools stands at 118, presently. Since April 1966, these schools are being managed by the Kendriya Vidyalaya Sangathan, which has been registered under the Society Registration Act of 1860.

30-31. *Indian Institutes of Management, Calcutta and Ahmedabad*

The Indian Institutes of Management were set up in collaboration with Ford Foundation, State Governments, and industry in 1964. These Institutions conduct courses on management and also carry out research work in the field of management. Part of the expenditure of these Institutions is met from the grants-in-aid given by the Ministry of Education.

32. *Kendriya Hindi Shikshana Mandal, Agra*

The Kendriya Hindi Shikshana Mandal was set up as a registered society in 1960. The main aim of the Mandal is to make available up-to-date expert knowledge and professional guidance in respect of teaching methods in Hindi and allied pedagogical problems. The Kendriya Hindi Shikshana, Agra, run by the Mandal offers three different training courses to Hindi

teachers equivalent to T.T.C., B.Ed., and M.Ed. It also conducts research in vocabulary content of various courses and techniques of teaching Hindi, with special reference to the requirement of non-Hindi states.

33. *Institute of Russian Studies, New Delhi*

The Institute of Russian Studies was set up in November 1965, in collaboration with the Government of U.S.S.R. The Institute provides facilities for one year intensive course in Russian Language and 3 years degree course in Russian language and literature. The Institute also sends students to Russia for advanced study in Russian language.

34. *Delhi Public Library, New Delhi*

The Delhi Public Library provides free library service to citizens of Delhi. The affairs of the library are managed by the Delhi Library Board, formed by the Ministry of Education.

35. *Nehru Memorial Museum and Library, New Delhi*

The Nehru Memorial Museum and Library, which was set up as a Subordinate Office of the Ministry of Education, was converted into an autonomous body with effect from 1st April 1966. Its management is now entrusted to the Nehru Memorial Museum and Library Society, which has been registered under the societies Registration Act of 1860. The objects of the society are:

1. Establishment and maintenance of the Memorial Museum.
2. Establishment of a library of modern Indian literature covering the period from Raja Ram Mohan Roy to the present time.
3. Promotion of original research in Modern Indian history with special reference to the Nehru era.

36-39. *Regional Institutes for Training of Teachers for Polytechnics, Chandigarh, Calcutta, Bhopal and Madras*

These Regional Institutes have been set up for the qualitative improvement of teacher of polytechnics. Of the four Regional Institutes, three were started in 1965 and the one at Chandigarh in 1966.

40. *Indian Institute of Advanced Studies, Simla*

The Indian Institute of Advanced Studies was established in October 1965, and functions as an autonomous body registered under the Society

Registration Act 1860. The main object of the Institute is to provide facilities for advanced study and research to teachers and research workers of the Universities and similar organisations in the field of Humanities, Indian Culture, Social Science, Natural Sciences and comparative religion.

41. *Central Institute of English, Hyderabad*

The Central Institute of English was established in November 1958, as a registered society to improve the teaching of English in India through research and training of English teachers in suitable techniques.

42. *School of Buddhist Philosophy, Leh (J & K)*

The School of Buddhist Philosophy is engaged on teaching and research in Buddhist philosophy.

43.44. *Administrative staff College, Hyderabad and Birla Institute of Technology, Pilani*

These two Institutions receive grants-in-aid from the Ministry of Education. The affairs of these Institutions are managed by their respective governing bodies, where Ministry of Education is duly represented.

VI. PUBLIC UNDERTAKING

National Research Development Corporation, New Delhi

The National Research Development Corporation was set up in December 1953, to stimulate development of patents and exploitation of inventions arising out of research conducted in National laboratories and other scientific research institutions. The authorised capital of the Corporation is Rs. 1 crore and the subscribed capital is Rs. 34 lakhs. In addition, the Government of India has provided to the Corporation long term loans amounting Rs. 34 lakhs.

VII. ADVISORY BODIES

1. *National Council for Women's Education*

The National Council for Women's Education was set up in 1959, in pursuance of the recommendations of the National Committee on Women's Education. The Council advises the Government on educational problems of girls and adult women. The Council also maintains contacts between Government of India and the various organisations working in the field of women's education.

2. *Central Advisory Board of Education*

The main functions of the Central Advisory Board of Education, which was first established in 1933 are:

- (a) To advise on any educational question which may be referred to it by the Government of India or any other State Government; and
- (b) To call for information and advice regarding educational developments of special interest or value to India; to examine this information and circulate it, with recommendations, to the Government of India and to the State Governments.

The Union Minister for Education and Youth Services is the Chairman of the Board, and the Secretary, Ministry of Education and Youth Services acts as its Secretary. The other members of the Board include educationists nominated by the Government, Members of Parliament and representatives of the Inter-University Board. Of the other 25 of the board, fifteen are nominated by the Government of India, five elected by Parliament, two nominated by the Inter-University Board, two nominated by the All India Council for Technical Education and one nominated by the Indian Council of Agricultural Education.

3. *National Council for Rural Higher Education*

The main functions of the National Council for Rural Higher Education, which was first constituted in 1956, are

- (a) To serve as an expert body to advise the Central and the State Governments about the improvement and expansion of rural education, in all its aspects.
- (b) To advise the rural education institutions, and act as a coordinating agency amongst them.
- (c) To examine and appraise proposals in this behalf referred to it by the Government of India and the State Governments, and assist them in the implementation of approved programmes.
- (d) To initiate schemes for the development and maintenance of standards of high school education in rural areas, and to encourage research in problems relating to rural education in all its aspects.
- (e) To advise the Government of India on grants to be made to institutions participating in the rural development schemes.
- (f) To appoint *ad hoc* committees for rendering assistance for the attainment of any of its objectives.

The Council functions through a Standing Committee which is the

principal executive and consultative body, and discharges functions and exercises such powers as may be assigned to it by the Council. The Minister of Education and Youth Services is the Chairman of the Council, and the Secretary, Ministry of Education and Youth Services acts as its Vice-Chairman. One of the senior officers of the Ministry acts as the Secretary of the Council. All ordinary members of the Council, consisting of nine non-official and seven official members, are nominated by the Chairman.

4. *Central Advisory Board of Museums*

The Central Advisory Board of Museums renders advice to the Government of India on matters concerning the reorganisation and development of museums in the country, and helps in promoting closer contacts between the different museums and closer association of Government and the public with the activities of the different museums of India. The Board was established in 1960, under a Government of India Resolution and it was last reconstituted in 1966. It is composed of twenty-nine members. The Chairman of the Board is nominated by the Minister of Education and Youth Services and the Vice-Chairman is elected by the Board from among its members. The members of the Board represent concerned Ministries, National and State Museums prominent cultural institutions, etc.

5. *Art Purchase Committee*

The Art Purchase Committee is the Committee of the National Art Fund. The Committee also advises the Government regarding acquisition of art objects worthy of being preserved by the nation in the National Museum and the National Gallery of Modern Art.

The Art Purchase Committee consists of seven members. Three members are nominated by the Chairman of the National Art Treasures Fund, in their individual capacity, and four members are nominated by the Chairman out of the panel of names suggested by the State Government.

6. *Central Advisory Board of Archaeology*

This Board which advises the Government in matters connected with Archaeology. The Minister of Education and youth Services is the Chairman of the Board. The Members of the Board represent various State Governments, University, Institutes, etc.

7. *All-India Council of Sports*

The All-India Council of Sports was set up in 1954, and it was last

reconstituted in 1967. It advises the Government of India on matters relating to the development of games and sports in the country. It also functions as a coordinating agency between the National Sports Federations and organisations which are affiliated to it. The business of the Council is largely transacted by a Standing Committee.

The Council consists of members nominated by the Government of India, and representatives of the National Sports Federations and specialised sports organisations recognised by the Council. The President of the Council is nominated by the Government of India.

8. *All India Council for Technical Education*

The All-India Council for Technical Education was set up in November 1945, to advise the Government of India on matters relating to the co-ordination and development of technical education in the country above the High School stage. Its personnel has been drawn from the Government of India Departments, State Governments, Parliament, Industry, Commerce, Labour, and Professional and Educational Bodies. The Council, during its existence, has made contributions towards the development and expansion of facilities for technical education. With a view to tackling the various problems effectively, the Council functions through a number of Standing Committees and *ad hoc* committees appointed by it from time to time.

The advisory work of the Council falls broadly under three categories, viz., (i) framing of courses of technical studies and laying down of standards; (ii) improvement and strengthening of the existing institutions; and (iii) establishment of new institutions and development of facilities in new fields of technical education.

For the purpose of laying down of standards of technical education, the Council has appointed a number of Boards of Studies in different fields.

9. *National Book Development Board*

The National Book Development Board has been set up to stimulate production of books of all types and to lay down guide lines for the development of book Industry keeping in the context of overall requirements of the country in general and higher education in particular. The Board consists of representatives of the different sectors of book industry as well as of the various governmental and non-governmental agencies dealing with the implementation of book programmes.

10. *Central Sanskrit Board*

The Central Sanskrit Board was set up in 1959, to advise Government

on matters relating to propagation and development of Sanskrit.

11. *Hindi Siksha Samiti*

The Hindi Siksha Samiti advises the government on matters relating to propagation and development of Hindi.

STRENGTH OF STAFF

Secretariat

1445

Attached and Subordinate Offices

22160

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Some important publications brought out by the Ministry of Education are:

1. *First Year Book of Education—Review of Education in India.* (1947-61)
2. *A Review of Education in India.*
3. *Education* (Quarterly).
4. *Youth* (Quarterly).
5. *Teacher Education.*
6. *Summary of Activities.*
7. *Annual Report of the Ministry.*
8. *Report on Educational Progress.*
9. *Scholarships for Studies Abroad.*
10. *Indian Journal of Educational Administration and Research* (Quarterly)
11. *Buniyadi Talim* (quarterly).
12. *Administration of Basic Education.*
13. *Education and Welfare of the Handicapped.* (Annual Report)
14. *Cultural Forum* (Quarterly).
15. *Sanskriti* (Quarterly—Counter part of Cultural Forum in Hindi)
16. *Indian Museums Review* (Yearly).
17. *Indian Archaeology* (Yearly).
18. *Facilities for Technical Education in India.*
19. *Geophysical Digest* (quarterly).
20. *Proceedings of the All-India Council for Technical Education.*

The following publications are brought out by the Council of Scientific and Industrial Research:

1. Dictionary of Indian Raw Materials and Industrial Products, popularly known as *Wealth of India.*

2. *National Register of Scientific and Technical Personnel.*
3. *The Journal of Scientific & Industrial Research* (Monthly).
4. *Research in Industry* (Monthly).
5. *Vigyan Pragati* (Hindi-Monthly).
6. *C.S.I.R. News.*

MINISTRY OF HEALTH, FAMILY PLANNING, WORKS, HOUSING AND URBAN DEVELOPMENT

THE MINISTRY OF HEALTH, Family Planning, Works, Housing and Urban Development was formed in February 1969, when the Department of Works and Housing (in the Ministry of Works, Housing and Supply) was amalgamated with the Ministry of Health, Family Planning and Urban Development.

The Ministry of Health, Family Planning, Works, Housing and Urban Development is headed by a Cabinet Minister, who is assisted by two Ministers of State.

The Ministry is organised in the following three Departments:

- A. Department of Health.
- B. Department of Family Planning.
- C. Department of Works, Housing and Urban Development.

Detailed description of the three Departments is given below.

A. DEPARTMENT OF HEALTH

The history of the centralised public health administration in India may be traced back to the creation of a Hospital Board during the early period

of the East India Company's rule. The functions of the Board were initially of a military character. In 1796, the Hospital Board was renamed as the Medical Board, and its activities were extended to include superintendence of the 'Medical Department of the Civil Service'. The Directorate-General, Indian Medical Service was the direct successor of the Medical Board which consisted of two officers designated as the Surgeon-General and the Physician-General. The Surgeon-General was also the Director-General, Indian Medical Service. The medical administration of the army was vested in the Surgeon-General, who was also designated as the Principal Medical Officer, His Majesty's Forces in India. In regard to civil duties the Director-General was under the Home Department. Around 1880 the Director-General, Indian Medical Service, was also designated as the Sanitary Commissioner and in that capacity he acted as the Adviser to the Government on matters connected with public health administration. In 1905, the duties of Sanitary Commissioner were assigned to a separate officer.

Under the Government of India Act of 1919, health administration was made the responsibility of the provincial governments. The functions of the Government of India in this regard were limited to coordination, advice and direction. Besides, it was responsible for health administration in the centrally administered areas. These 'health' subjects were dealt with in the Medical Section of the Home Department. In August 1921, the Medical Section was transferred to the Education Department and consequently the name of the Department was changed to Department of Education and Health. In 1923, as a result of re-shuffling of departments in the Secretariat in the interest of economy and efficiency, the Department of Revenue and Agriculture was merged with this Department and the combined Department was re-designated as the Department of Education, Health and Lands.

Gradually, the three main subjects under the Department of Education, Health and Lands gained importance and the functions of the Department increased enormously. Consequently, the Department was trifurcated in September 1946 into the Departments of Education, Health and Agriculture. However, the three Departments continued to function under the charge of the same Member of the Executive Council.

In August 1947, the Department of Health was designated as a Ministry and it was placed under the charge of a Cabinet Minister. Another important development after Independence has been the amalgamation of the offices of the Director-General of Indian Medical Service and the Commissioner of Public Health, with the Office of the Director-General of Health Services.

In March 1958, the subject 'village panchayats' was transferred from the Ministry of Health to the then Ministry of Community Development.

In April 1966 a separate Department of Family Planning was set up in

the Ministry to give a fillip to the family planning programme. The Ministry was subsequently renamed as the Ministry of Health and Family Planning. In 1968, it took over the subject urban development from the Ministry of Works, Housing & Supply and was redesignated as the Ministry of Health, Family Planning and Urban Development. The Ministry was organised in two Departments, *viz.*, the Department of Health and Urban Development and the Department of Family Planning.

The Ministry was reorganised in February 1969, when the Department of Works and Housing was amalgamated with the Ministry of Health, Family Planning and Urban Development to form the Ministry of Health, Family Planning, Works, Housing and Urban Development. The new Ministry is organised in three Departments, including the Department of Health.

II. FUNCTIONS

I. *Union Business*

1. Union agencies and institutes for research or for the promotion of special studies in medicine and nutrition including all matters relating to them.
 - (i) Central Research Institute, Kasauli.
 - (ii) The All India Institute of Hygiene and Public Health, Calcutta.
 - (iii) The Antigen Production Unit, Calcutta.
 - (iv) The Malaria Institute of India, Delhi.
 - (v) The Central Drug Laboratory, Calcutta.
 - (vi) College of Nursing, New Delhi.
 - (vii) Lady Reading Health School and Ram Chand Lohia Infant Welfare Centre, Delhi.
 - (viii) Hospital for Mental Diseases, Ranchi.
 - (ix) Willingdon Hospital and Nursing Home, New Delhi.
 - (x) Safdarjang Hospital, New Delhi.
 - (xi) Civil and Military Dispensary and X-ray Installation, Simla.
 - (xii) The Dispensaries at Dum Dum and Santa Cruz Airports.
 - (xiii) Medical Stores, Depots and Factories.
 - (xiv) B.C.G. Vaccine Laboratory, Guindy.
 - (xv) Medical College, Pondicherry.
 - (xvi) Contributory Health Service Scheme for Central Government Servants and members of their families in Delhi and New Delhi.
 - (xvii) Serologist and Chemical Examiner to the Government of India, Calcutta.
2. Port quarantine (sea and air) seamen's and marine hospitals and

- hospitals connected with port quarantine.
3. Port and Air Port Health Organisation.
 4. Medical Examination of Seamen.
 5. International sanitary regulations.
 6. World Health Organisation (WHO).
 7. Rockefeller Foundation and Ford Foundation.
 8. Prevention of Food Adulteration Act, 1954 and the Central Food Laboratory set up thereunder.
 9. Higher training abroad in Medical and allied subjects.
 10. Assistance under the Colombo and Point Four Programme.
 11. National Malaria Eradication Programme.
 12. National Filaria Control Programme.

II. *List of business for legislative and executive purposes in respect of Union Territories*

13. Local Government, that is to say, the Constitution and powers of Municipal Corporations (excluding the Municipal Corporation of Delhi). Municipalities (excluding the New Delhi Municipal Committee), district boards and other local self-Government administrations excluding Panchayati Raj institutions.
14. The Delhi Water Supply and Sewage Disposal Committee of the Municipal Corporation, Delhi.
15. Public health and sanitation; water supply; sewage and drainage; hospitals; and dispensaries.
16. Pilgrimages other than pilgrimages to places outside India.
17. Burials and burial grounds; cremations and cremation grounds.
18. Inns and Inn-keepers.
19. Supply and distribution of cinchona and quinine.
20. Scientific societies and associations pertaining to subjects dealt with in the Department.
21. Charitable and religious endowments pertaining to subjects dealt with in the Department.

III. *List of business with which the Central Government deal in a legislative capacity only for the Union and in both legislative and executive capacities for all Union Territories*

22. The medical profession and medical education.
23. The nursing profession and nursing education.
24. The pharmaceutical profession and pharmaceutical education.
25. The dental profession and dental education.
26. Homoeopathy.
27. Lunacy and mental deficiency.
28. Drugs standards.
29. Objectionable advertisements relating to drugs and medicines.

30. Prevention of the extension from one State to another of infections or contagious diseases affecting human beings.
31. Adulteration of foodstuffs and drugs.
32. Indigenous system of medicine.
33. The Central Health Service.

IV. *Miscellaneous Business*

34. The Medical Council of India.
35. The Central Council of Health.
36. Resettlement of demobilised medical and auxiliary medical personnel.
37. Red Cross except problems relating to protection of prisoners of war and other war victims.
38. Dental Council of India.
39. Indian Nursing Council.
40. Pharmacy Council of India.
41. Indian Pharmacopoeia Committee.
42. B.C.G. Vaccination against Tuberculosis.
43. Concession of medical attendance and treatment for Central Government servants other than (i) those in Railway Service (ii) those paid from Defence Services Estimates (iii) officers governed by the All India Service (M.A.) Rules, 1954 and (iv) officers governed by the Medical Attendance Rules, 1955.
44. Medical Examination and Medical Boards for Central Civil Services (other than those controlled by the Ministry of Railways and those paid from Defence Estimates excepting Civilian Services).
45. Indian Red Cross Society.
46. The Lady Hardinge Medical College and Hospital, New Delhi, and the Kalavati Saran Children's Hospital, New Delhi.
47. The Central Council of Local Self-Government.
48. Vallabh Bhai Patel Chest Institute.
49. All India Institute of Physical Medicine and Rehabilitation, Bombay.
50. Spas and health resorts.
51. Drinking water supply and sanitation.
52. Collection and collation of information with regard to local bodies, all States and Union Territories.
53. Trachoma Pilot Project.
54. Leprosy Control Scheme.
55. Reimbursement of Customs duty on gifts of non-consumable medical stores received from abroad.
56. The Indian Council of Medical Research, New Delhi.
57. The All India Institute of Medical Science, New Delhi.
58. Chittaranjan National Cancer Research Centre, Calcutta.

59. Central Institute of Research on indigenous systems of Medicine, Jamnagar.
60. Post-Graduate Training Centre, Jamnagar.
61. Physio-therapy Training Centre, King Edward Memorial Hospital, Bombay.
62. Central Leprosy Teaching and Research Institute, Madras.
63. All India Mental Health Institute, Bangalore.
64. Nutrition Research Institute, Coonoor.
65. Offences against laws with respect to any of the matters in the above list.
66. Inquiries and statistics for the purpose of any of the matters in the above list.
67. Fees in respect of any of the matters in the above list, but not including fees taken in any court.

III. ORGANISATION

The Department of Health consists of a Secretariat, one Attached Office and a large number of Subordinate Offices. In addition, there are fourteen statutory and autonomous organisations, financially supported by the Department.

SECRETARIAT

Secretary	1
Joint Secretary	2
Deputy Secretary	5
Under Secretary	9
Section Officer	21

The Secretariat of the Department is organised into the following four divisions:

- (i) Planning, Hospital and Drugs.
- (ii) Local Self-Government and International Health.
- (iii) Medical.
- (iv) House Keeping (Establishment, Accounts, etc.).

The detailed organisation of the Department of Health is indicated in the chart on p. 365.

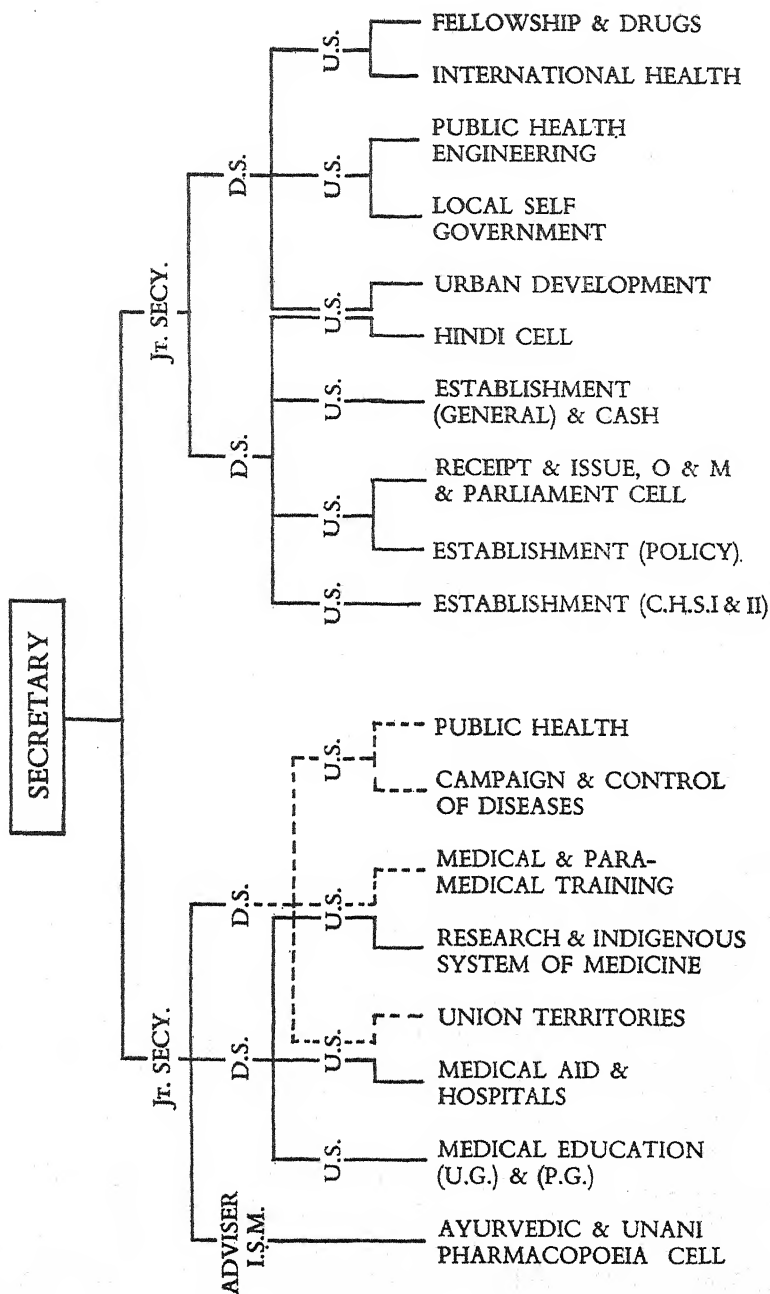
IV. ATTACHED OFFICE

Directorate-General of Health Services, New Delhi

The Office of the Director-General of Health Services is the executive

DEPARTMENT OF HEALTH AND URBAN DEVELOPMENT

AS ON 1-3-1968



I.S.M. — INDIGENOUS SYSTEM OF MEDICINE

organisation for the Department of Health in the entire medical and public health field. The office has under it a number of subordinate offices and laboratories (described in the following section). It is staffed by technical experts in the various branches of medicine. The Director-General, who is the head of this organisation, is assisted by an Additional Director-General, five Deputy Director-Generals and other technical and secretarial staff.

V. SUBORDINATE OFFICES

1. *Office of the Serologist and Chemical Examiner, Calcutta*

The office of the Serologist and Chemical Examiner was established in 1914, to take up the serological work of the Government. It undertakes assignments from all the states. This Office determines by serological means the origin of blood, human or animal, causes of bleeding, injury, menstruation or parturition and grouping of blood. In addition, the office provides teaching facilities in serology and immunology.

The Antigen Production Unit, Calcutta, which was functioning as a separate Subordinate Office now forms part of this organisation.

2. *Medical Stores Organisation*

The Medical Stores Organisation was under the control of the Army authorities till April 1943, when it was taken over by the then Department of Education, Health and Lands. This Organisation comprises six depots located in different parts of India, and an administrative office in Delhi, which forms part of the Director-General of Health Services. The depots are situated at Bombay, Calcutta, Hyderabad, Karnal, Madras and Gauhati. The Organisation is responsible for maintaining adequate medical supplies of approved quality for civil hospitals and dispensaries, as well as for non-government institutions. A small sub-depot is maintained at Delhi to handle certain medical stores and other supplies received from international organisations.

3. *Seaport and Airport Health Organisation and Quarantine Administration*

'International Quarantine' being a subject under the Union Government, quarantine administration at the eight major ports, *viz.*, Calcutta, Visakhapatnam, Madras, Cochin, Bombay, Marmagao, Paradip and Kandla and six international airports, *viz.*, Bombay (Santa Cruz), Calcutta (Dum Dum), Madras (Meenambakam), Delhi (Palam), Tiruchirapalli and Amritsar, is carried out by the Central Government under the Indian Port Health

Rules of 1955, and the Indian Aircraft (Public Health) Rules of 1954 which are based on the international sanitary regulations. Arrangements for the health clearance of aircraft have also been provided at the diversionary airport of Lucknow, Gaya, Nagpur, Begumpet, Ahmedabad, Poona, Bangalore, Car Nicobar and Amritsar airports. A fullfledged Port Health Organisation is also functioning at Mandapam Camp/Rameswaram for the medical inspection of passengers going to and coming from Ceylon.

The Indian Port Health Rules of 1955 are also applicable to minor ports having international traffic. Since the volume of traffic at minor ports does not warrant the appointment of whole-time staff, State Government's medical officers located at these places are appointed part-time port health officers.

4. *Drugs Standard Control Organisation*

The Drugs Standard Control Organisation exercises control over the manufacture, quality, sale, etc., of drugs under the provisions of the Drugs Act of 1940 and the Drugs Rules of 1945. The Drugs Act and the Rules made thereunder are operative throughout the country. This Organisation also offers technical advice to the States on matters connected with the administration of the Drugs Act.

The Drugs Standard Control Organisation is headed by the Drugs Controller of India. In addition to the head-quarter office at New Delhi the Organisation has zonal offices at Bombay, Calcutta, Ghaziabad, Madras and a local office at Cochin.

5. *Central Drugs Laboratory, Calcutta*

The Central Drugs Laboratory is a statutory institution set up under the Drugs Act of 1940, to analyse or test such samples of drugs as may be sent to it under the various provisions of the Act and the Rules made thereunder. It also carries out such other duties as may be entrusted to it by the Central Government or, with the permission of the Central Government, by a State Government after consultation with the Drugs Technical Advisory Board.

Besides acting as the official referee in matters of dispute regarding the composition of drugs, when these are referred to the Laboratory by courts of law and customs offices, it also acts as a government analytical laboratory in respect of those States which do not have any testing facilities of their own. Presently, the States of Andhra Pradesh, Assam, Bihar, Madhya Pradesh, Mysore, Punjab, Uttar Pradesh and West Bengal and the Union territories have appointed officers of the Central Drugs Laboratory as Government analysts in respect of all or some categories of drugs. The Laboratory also undertakes the training of candidates in analytical work.

6. *B.C.G. Vaccine Laboratory, Guindy*

In furtherance of the object of introducing B.C.G. vaccination in India, a laboratory for the manufacture of B.C.G. vaccine was established in 1948 at Guindy by the Government of India with the help of UNICEF and WHO. It manufactures and supplies B.C.G. vaccine and Tuberculine dilutions required for the mass B.C.G. vaccination campaign. This laboratory is the longest vaccine producing centre in the world.

7. *Sajdarjang Hospital,
New Delhi*

The Safdarjang Hospital was taken over by the Central Government from the Delhi Administration in April 1954. The Hospital has radiological, ophthalmological, thoracic surgery, dermatology, pathological, gynaecological and other general diseases Departments. Outdoor and indoor facilities are provided at the Hospital to both the public and the beneficiaries under the contributory Health Service Scheme. A number of post-graduate students for Ph.D. and M.S. courses of the Delhi University are attached to the Hospital.

8. *Willingdon Hospital and Nursing Home,
New Delhi*

The Willingdon Hospital and Nursing Home was taken over by the Government of India from the New Delhi Municipal Committee in January, 1954, for direct administration and management in the interest of efficiency by the Director-General of Health Services. The Hospital provides diagnostic and outdoor and indoor facilities to members of the public and also to the beneficiaries of the Contributory Health Services Scheme for the Central Government employees. It has also radiological, dental, ophthalmological, pathological, E.N.T., maternity, medical and surgical Wards.

9. *Lady Reading Health School,
Delhi*

The Lady Reading Health School was established in 1918 and later came under the control of the Indian Red Cross Society in 1931. It was taken over by the Government of India in April 1952. This School is an All-India institute for training of health visitors. It conducts certificate courses in public health nursing and the integrated health visitors course. The School has a maternity and child welfare centre, viz., the Ram Chand Lohia Infant Welfare Centre, for imparting practical instructions to the students.

10. *Hospital for Mental Diseases, Ranchi*

The Hospital for Mental Diseases formerly known as the European Mental Hospital, was taken over by the Central Government in June 1954 with a view to reorganising it and making it a model centre for treatment and training in psychiatry.

11. *Central Research Institute, Kasauli*

The Central Research Institute was set up in 1906 as a bacteriological laboratory. Presently, it is responsible for large-scale production of T.A.B. vaccine, cholera vaccine, anti-rabies vaccine and antivenom serum, etc., and carries out laboratory diagnostic work for hospitals and private medical practitioners. It inspects the commercial firms producing vaccines, sera, sterilised surgical instruments and sterile solutions for parenteral injection, before their recognition as approved supplier to the government.

The Research Institute also imparts training in the assay, standardisation and manufacture of biological products and undertakes research work relating to cholera, typhoid, rabies, tuberculosis and snake bites.

12. *All India Institute of Hygiene and Public Health, Calcutta*

The All India Institute of Hygiene and Public Health was established in 1933, to provide instructions in preventive and social medicine suited to combat India's peculiar, varied and numerous illnesses and diseases and to undertake research in all associated fields. The institute offers courses for:

1. Diploma in Public Health, Maternity and child welfare, Industrial Health, Nutrition, Dietetics, Health Education, and Health Statistics.
2. Master of Engineering in Public Health.
3. Licentiate in Public Health.
4. Certificate courses in Public Health, Nursing, Nursing Supervision and Public Health Engineering.

Facilities are also available for research work leading up to the degree of D. Phil. (Medicine).

Special courses are conducted in job-orientation training for the family planning and school health services personnel.

13. *National Institute of Communicable Diseases, Delhi*

The Malaria Institute of India was reorganised as the National Institute of Communicable Diseases in July 1963. The wide and varied functions

of the Institute full under four categories, *viz.*, advisory, research, control and training in communicable diseases. The Institute is organised in six divisions, *viz.*, Epidemiology and Statistics Division, Entomology Division, Microbiology Division, Zoonosis Bio-Chemistry Division, Training Division and Administration Division.

The Institute has been recognised by a number of Universities in India for the purpose of research and submission of thesis, leading to post-graduate degrees. The Institute has also been designated as the world Health Organisation's reference centre. Further the Institute takes up the work of testing of smallpox and polio vaccine. The Institute has five field units at Coonoor, Kozhikode, Rajamundry, Varanasi and Kolar (Mysore).

14. *Central Food Laboratory, Calcutta*

The Central Food Laboratory is a statutory institution set up under the prevention of Food Adulteration Act of 1954. The Laboratory undertakes analysis of food stuffs to detect adulteration, colouring matter, antioxidants, etc., in food.

15. *Contributory Health Services Organisation*

The Central Government Health Scheme provides comprehensive medical services to the Central Government employees and the members of their families, through dispensaries and hospitals thus replacing the scheme of medical reimbursement under the Central Services Medical Attendance Rules. The scheme was started in Delhi in July 1954 and in Bombay in December 1963. For the benefit under the Scheme, the employees contributed at a certain nominal monthly rates fixed on the basis of their basic pays and the rest of the expenditure is met by the Government. The facilities of the Scheme have also been extended to certain semi-government organisations, the pensioners as well as to the general public in certain areas of Delhi.

A large number of dispensaries—static and mobile, allopathic, ayurvedic and homoeopathic—have been set up under the Contributory Health Services Organisation. In addition the Organisation runs specialist, laboratory service, paediatric and family planning centres for the beneficiaries of the Scheme.

16. *All India Institute of Physical Medicine and Rehabilitation, Bombay*

The All India Institute of Physical Medicine and Rehabilitation was established in 1959. for the treatment of handicapped persons. The Institute also undertakes training activities and production of prosthetic and orthotic appliances. It provides vocational training to patients and works

in close cooperation with the Special Employment Exchange for the disabled.

Vocational Training of patients is carried out in the Department Vocational Guidance. Evaluation of Patients, Training and Employment are carried out simultaneously with their treatment. This department gives training to disabled patients according to their education, ability and aptitudes.

Treatment is given in the Departments of Physiotherapy, Occupational Therapy and Speech Therapy.

17. *Jawaharlal Institute of Post-Graduate Medical Education and Research, Pondicherry*

This Institute was set up in 1966 to undertake teaching and research in medicine. It imparts post-graduate instructions in medicine, obstetrics and gynaecology, paediatrics, pathology, bacteriology and surgery. The Institute also conducts M.B.B.S. and M.Sc. courses.

18. *College of Nursing, New Delhi*

The College of Nursing was established in 1946. The College conducts courses for Ward Sister, Sister Tutor, Midwifery Tutor and Nursing Administration and for the degrees B.Sc. (Hons.) Nursing and Master of Nursing.

19. *National T. B. Institute, Bangalore*

The National T. B. Institute provides higher training in T. B. prevention and treatment to medical officers, treatment organisers, health visitors, X-ray technicians, BCG team leaders, etc., from various states and Union Territories.

The Institute runs two courses every year of 3 months duration each. The Institute also conducts from time to time special training programmes for foreign trainees.

20. *Office of the Director, National Trachoma Control Programme, Aligarh*

The national trachoma control programme was taken up in 1963 on the basis of experiences from a pilot project which was earlier undertaken by the Ministry of Health during the period 1956-63. The activities under the Programme includes survey of incidence of trachoma in the country and implementation of measures to control and cure trachoma. Health education activities form an important part of the strategy for the implementation of the control programme. This organisation brings out a quarterly technical bulletin *N.T.C.P.—News and Views*, which carries useful health information.

The Programme is receiving assistance from the WHO and the UNICEF in the shape of medicines and equipment. It is proposed to integrate the trachoma control programme with the general health services during next five years.

21. *V. D. Training Centre, Safdarjang Hospital, New Delhi*

The V. D. Training Centre at Safdarjang Hospital promotes research in venereal diseases. The Centre also provides training facilities for the treatment of venereal diseases to medical students, practitioners, etc.

The V. D. Training Centre is headed by a Medical Superintendent.

22. *Rural Health Training Centre, Najafgarh, Delhi*

The Rural Health Training Centre at Najafgarh has been set up to provide rural practice training to students belonging to some of the medical and public health institutions in Delhi, such as the Lady Hardinge Medical College, the Lady Reading Health School, the College of Nursing and the Lady Irwin College. The Centre also provides similar training to persons deputed by State Governments and Union Territories. The Centre runs an integrated health service programme in some of the villages of the Najafgarh Block and undertakes studies pertaining to various health programmes. The Centre is headed by an Officer-in-charge.

23. *Central Health Transport Organization, Najafgarh, New Delhi*

The Central Health Transport Organization has been set up to: (i) Co-ordinate and guide the activities of the State Health Transport Organizations, (ii) Organize suitable training and refresher courses, seminars, etc., in fleet management, spare parts management, preventive maintenance of vehicles and repairs of other health equipment, etc., and (iii) attend to servicing, maintenance and repairs of vehicles engaged in health programmes in Delhi area.

The UNICEF is providing assistance in the shape of transport vehicles, tools and spare parts, for the States and the Central Health Transport Organisations. It is also making available the services of special instructors for the training centre, to teach maintenance and repair of health equipment.

24. *Central India Pharmacopoeia Laboratory, Ghaziabad (U.P.)*

The Central India Pharmacopoeia Laboratory is responsible for the revision of the Indian Pharmacopoeial standards in respect of the drugs

incorporated therein, by experimentation on authentic samples of drugs prepared according to the stipulations given in the pharmacopoeias. The laboratory also serves as a Government analyst laboratory for the Union Territories and the neighbouring states. It provides facilities for the analysis and tests on the ayurvedic and homoeopathic dosage forms.

The laboratory is headed by a Director.

25. *Model Vital and Health Statistics Unit, Nagpur*

The Model Vital and Health Statistics Unit provides training in general health statistics and medical coding. These courses are attended by nominees of the Central and State Governments and foreign students sponsored by the World Health Organisation.

The Unit is headed by an Officer-in-Charge.

VI STATUTORY AND AUTONOMOUS BODIES

1. *Medical Council of India, New Delhi*

The Medical Council of India has been set up under the Indian Medical Council Act 1956, to enforce medical education standards. The Council inspects medical education institutions and the degrees awarded by them are recognised only on the recommendation of the Council. The medical degrees of foreign universities are also recognised on the recommendation of the Council.

The Medical Council maintains an Indian Medical Register which contains the names of all registered doctors.

2. *The Pharmacy Council of India, New Delhi*

Pharmacy Council of India has been set up under the Pharmacy Act of 1948 to enforce educational standards as laid down in the education regulations framed by the Council. It is also responsible for the furtherance of the training facilities for the diploma in pharmacy course.

The degrees and diplomas awarded by various universities and institutions are recognised after these are approved by the Council.

3. *Dental Council of India, New Delhi*

The Dental Council of India has been set up under the Dentists Act 1948 to inspect the dental institutions in the country with a view to enforce dental education standard. Degrees and diplomas in dental education awarded by various universities and institutions are recognised on the recommendation of the Council.

4. *Indian Nursing Council, New Delhi*

The Indian Nursing Council is responsible for the inspection of nursing schools and examination centres with a view to maintaining uniformity and high standard of nursing education in the country. This is the statutory obligation of the Council and each institution is inspected every three years.

The Indian Nursing Council also maintains an Indian Nurses Register, which contains the names of all nursing personnel entered in the registers of the State Nursing Councils.

5. *Indian Council of Medical Research, New Delhi*

The Indian Council of Medical Research was established in 1949 as a registered society. It succeeded the Indian Research Fund Association, which was founded in 1911 for the promotion of medical research in the country. The Council is responsible for initiating, aiding, developing and coordinating medical and scientific research in the country. With this objective in view, the Council promotes and assists institutions undertaking medical research.

The Council has six permanent research institutions under it, *viz.*, the Cholera Research Centre, Calcutta; Nutrition Research Laboratories, Hyderabad; Tuberculosis Chemotherapy Centre, Madras; Indian Registry of Pathology, New Delhi; Virus Research Centre, Poona; and the Central Institute of Research on Occupational Health, Ahmedabad. In addition, the Council supports a number of research units located in various medical colleges and institutions.

The Council is managed by a Governing Body, which is assisted in its task by an Executive Committee and a Scientific Advisory Board.

6. *All India Institute of Medical Sciences, New Delhi*

The All India Institute of Medical Sciences was established in New Delhi in 1956 under an Act of Parliament. The Institute provides facilities for specialised research in different branches of medicine. It is also responsible for developing high standard of medical education. With this end in view the Institute conducts under-graduate and post-graduate courses in medical council.

The Institute enjoys the status of an institution of national importance.

7. *All India Institute of Mental Health, Bangalore*

The All India Institute of Mental Health was established in August 1954, to provide for and to promote post-graduate studies and research in

mental health. It also imparts training for diploma courses in Psychological Medicine, Psychiatric Nursing, etc.

The Institute works in association with the Mental Hospital, Bangalore and its affairs are managed by the governing body consisting of representatives of the Central Government and the Government of Mysore.

8. *Central Leprosy Teaching and Research Institute Chingleput, Madras*

The Central Leprosy Teaching and Research Institute was set up in 1955, in pursuance of the recommendations of the Health Survey and Development Committee, by taking over from the Madras Government the Lady Willingdon Leprosy Sanitorium and Silver Jubilee Children's Clinic. The activities of the Institute include treatment of patients, occupational therapy, educational and recreational facilities for the patients. The Institute undertakes research in clinical, bacteriological, histological, epidemiological aspects of the disease. The Institute also trains different categories of personnel in leprosy work.

9. *Post-Graduate Institute of Medical Education and Research, Chandigarh*

The Post-Graduate Institute of Medical Education and Research, Chandigarh assumed an autonomous status in 1967, on its being declared as an institution of national importance by an Act of Parliament.

The Institute imparts training to post-graduate students in a large number of specialities. The Institute is also running a B.Sc. Nursing (Post-Basic) course and a B.Sc course in Maternity and child Health with the assistance of WHO. In addition, the Institute provides training in General Surgery. Para Medical training courses for the training of Laboratory Technicians, Radiographers, Technologists and Operation Theatre Assistants are also available at the Institute.

The Institute undertakes research in various branches of medicine. Generally, those problems are selected for research which have a bearing on the environs and are related to the needs of the society.

10. *Lady Hardinge Medical College and Hospital, New Delhi*

The Lady Hardinge Medical College is the only institution in the country providing medical education exclusively to the women. The College conducts both undergraduate and post-graduate courses in medicine.

A hospital is attached to the College where facilities for the training of student nurses is also provided.

11. *Kalavati Saran Children's Hospital, New Delhi*

The Kalavati Saran Children's Hospital, is a constituent unit of the Lady Hardinge Medical College and Hospital, New Delhi. The Hospital provides medical facilities for children only. Paediatric teaching to the undergraduate medical students of the Lady Hardinge Medical College and the student nurses of the Lady Hardinge Hospital is also provided in this Hospital. Similar training is also imparted at the Hospital to the Public Health Nursing students of the Lady Reading Health School and students of the Midwifery Sister Tutor course of the College of Nursing.

12. *Chittaranjan National Cancer Research Centre, Calcutta*

The Chittaranjan National Cancer Research Centre has been established to provide facilities for research in cancer and research and training in related subjects, viz., biophysics, cell biology, experimental leukaemia, tumor biology, chemistry and biochemistry, experimental carcinology and chemotherapy.

13. *Vallabhbhai Patel Chest Institute, Delhi*

The Vallabhbhai Patel Chest Institute undertakes research in various chest diseases. It provides research facilities for doctoral studies in physiology, medical biochemistry, microbiology, medical mycology, medicine, botany in relation to allergy and medical sciences. The Institute also conducts the post graduate diploma course in tuberculosis and chest diseases and certificate course in medical laboratory technology.

The Institute maintains a clinic whose facilities are availed by persons suffering from chest diseases. The Institute also publishes a quarterly journal entitled *Indian Journal of Chest Diseases*.

VII. ADVISORY BODIES

1. *Central Council of Health*

The Central Council of Health was established in August 1952, in accordance with the decision taken at the third State Health Minister's conference held in 1950. The Union Health Minister is the Chairman and the State Health Ministers are members of the Council.

The Council considers and recommends broad lines of policy in regard to health matters such as the provision of remedial and preventive care, environmental hygiene, nutrition, health education, and the promotion of facilities for training and research.

2. *Central Council of Local Self-Government*
New Delhi

The Central Council of Local Self-Government was set up in 1954, on the recommendation of the conference of State Local Self Government Ministers held in the same year.

The Council which consists of the Union Minister of Health as Chairman and the State Ministers for Local Self-Government and Panchayats as members, considers and recommends broad lines of policy in regard to matters concerning local self-government. It also makes proposals for legislation in local self Government matters. It recommends to the Central Government on allocation of available financial assistance to local bodies.

3. *Central Committee for Food Standards*
New Delhi

The Central Committee for Food Standards advises the Central and the State Governments on matters arising out of the administration of the Prevention of Food Adulteration Act, 1954, and carries out other functions assigned to it under the said Act, viz., to advise the Central Government in making rules prescribing the functions of the Central Food Laboratory, etc. The Committee also advises the Central and State Governments in regard to the framing of the rules under sections 23 and 24 of the Prevention of Food Adulteration Act.

The Committee is constituted by nomination as provided under section 3 of the Prevention of Food Adulteration Act, 1954.

4. *Central Council of Ayurvedic Research*
New Delhi

The Central Council of Ayurvedic Research was set up in October 1959, to formulate a coordinated policy for research in Ayurveda throughout the country and to suggest steps for the stimulation of such research. The Council also advises the Government on allocation of Central assistance to institutions carrying on research in Ayurved under the Central Government Scheme.

The Council consists of eminent Ayurveds and scientists. The Union Health Minister is the Chairman of the Council.

5. *Unani Advisory Committee*

The Unani Advisory Committee recommends to the Government measures for the development of Unani system of medicine and the research schemes for them.

6. *Drugs Technical Advisory Board*

The Drugs Technical Advisory Board, which is a statutory body under the Drugs Act, advises the Central and State Governments on technical matters arising out of the administration of the Drugs Act and the Rules made thereunder. The Board has a number of sub-committees working under it on various subjects. The eight-member Board has the Director-General of Health Services as its Chairman.

STRENGTH OF STAFF

Secretariat	380
Attached and Subordinate Offices	9861

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Some of the important publications of the Ministry are as follows:

1. *Local Self-Government Administration in States of India*
2. *Report of the Environmental Hygiene Committee 1950.*
3. *Report of the Committee to assess and evaluate the present status of Ayurveda. (1959).*
4. *Report of the Health Survey and Planning Committee, 2 Vols. (1961).*
5. *Medical Colleges and Training Institutes in India (1961).*
6. *Rural-Urban Relationship Committee Report (June 30, 1966).*
7. *Annual Report of the Ministry.*
8. *Annual Report of the Director-General of Health Service.*

B. DEPARTMENT OF FAMILY PLANNING

Since independence India has been engaged in strenuous efforts to raise the standard of living of its people through planned economic development. The progress of economic development has been partly diluted on account of the rapid growth of population in the country. The existence of large families, particularly among the lower socio-economic groups, has also affected the health and happiness of these families. In this background, family planning has assumed special significance in the country. The Government of India has given high priority to the family planning programme and have taken up various activities necessary for the success of the programme.

In order to provide effective leadership and the needed financial and technical assistance to the family planning programme on a national basis, a separate Department of Family Planning was set up under the Ministry

of Health and Family Planning in April 1966. The Department took over the subjects 'Maternity and Child Welfare' and 'Statistics and Intelligence regarding Family Planning and Demography' from the Department of Health in June/July 1967. The status of the Department of Family Planning remained unaltered when the Ministry of Health and Family Planning was reorganised as the Ministry of Health, Family Planning and Urban Development in 1968 and later as the Ministry of Health, Family Planning, Works, Housing and Urban Development in February 1969.

II. FUNCTIONS

1. Policy and Organisation for Family Planning.
2. Maternity and Child Welfare.
3. (i) Organisation and direction of education, training and research in all aspects of family planning, including higher training abroad.
(ii) Family Planning Training and Research Centre, Bombay.
(iii) Family Planning Training, Demonstration and Experimental Centre, Ramanagram.
4. Production and supply of aids to family planning.
5. Liaison with foreign countries and international bodies as regards matters relating to family planning.
6. Inquiries and statistics relating to family planning.
7. Demographic Training and Research Centre, Bombay.

III. ORGANISATION

The Department of Family Planning comprises a Secretariat and 16 Subordinate Offices, which consist of six Regional Offices and ten Central Family Planning Field Units located in different states. In addition, the Department exercises administrative control over four training institutions and one public sector undertaking.

The Secretariat of the Department of Family Planning is headed by a Secretary, who is also Secretary of the Department of Health. The other secretariat staff consists of:

Joint Secretary	1
Commsisioner, Family Planning and Maternity and Child Health	1
Deputy Commissioner	1
Deputy Secretary	2
Adviser, Maternity and Child Health	1
Assistant Commissioner	3
Under Secretary	3

Officer on Special Duty	3
Deputy Assistant Commissioner	2
Accounts Officer	1
Statistical Officer	1
Research Officer	1
Audio-Visual Medical Officer	1
Editor	2
Stores Officer	1
Statistician	1
Committee Officer	2
Assistant Education Officer	1
Technical Officer	1
Section Officer	11

The Secretariat is organised in two wings., viz., the Administrative Wing and the Technical Wing. Further, the Nirodh Marketing Organisation, which is responsible for the commercial distribution of condoms (Nirodh) also forms part of the Secretariat.

The detailed organisation of the Department of Family Planning is indicated in the chart placed alongside.

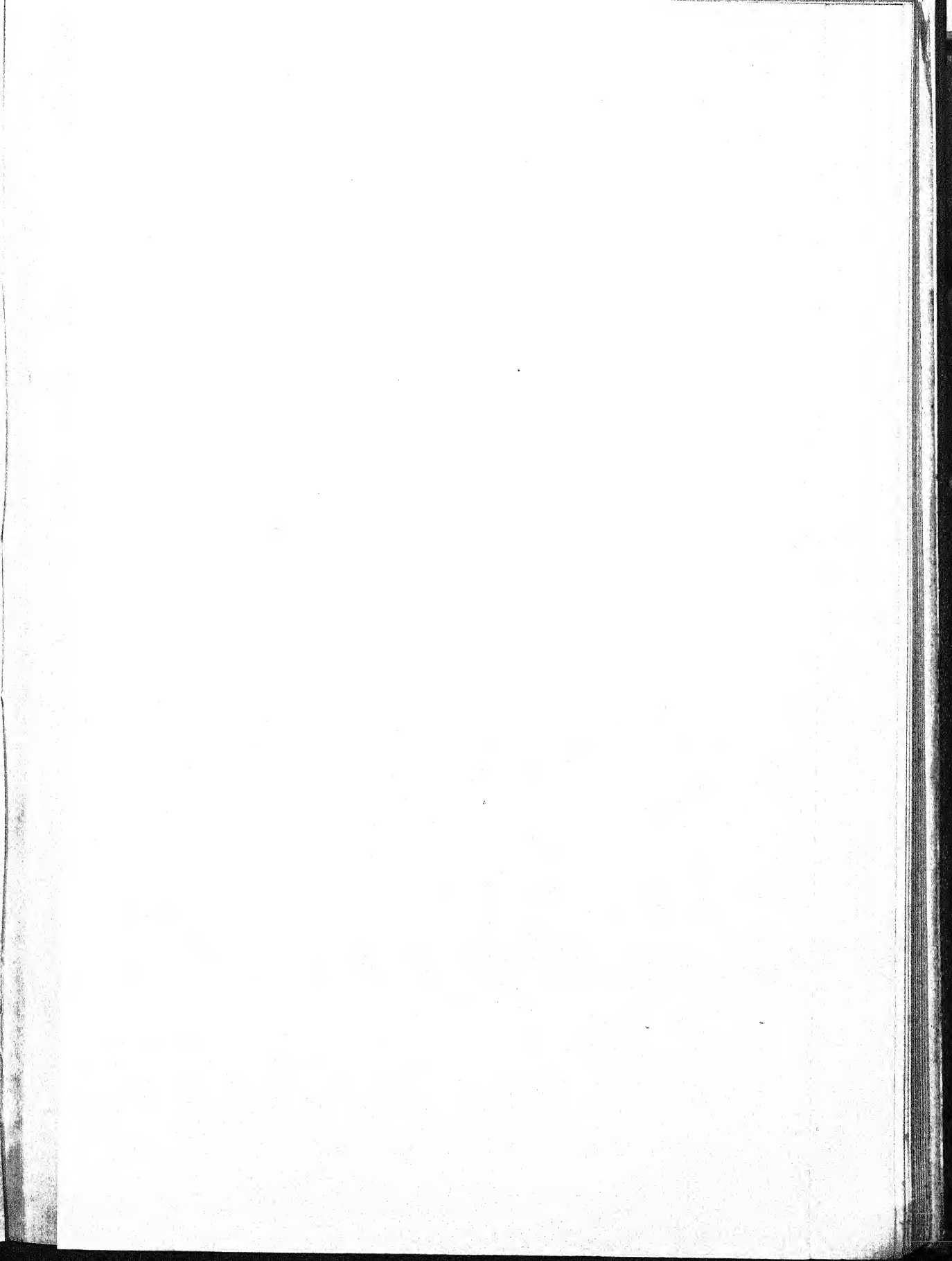
IV. SUBORDINATE OFFICES

- 1-6. *Office of the Regional Director, Family Planning, Lucknow, Calcutta, Chandigarh, Bhopal, Ahmedabad and Bangalore*

'Family Planning' like 'Health' is a State subject and the implementation of family planning programmes is the responsibility of the States. In view of its importance as an urgent national scheme, it has been made a centrally sponsored programme. The Department of Family Planning provides proper direction and also coordinates the family planning programme taken up in the country, through the six Regional Offices located at Calcutta, Chandigarh, Bhopal, Lucknow, Ahmedabad and Bangalore. In the six states, where Regional Offices are located, the Central Family Planning Field Units form part of the Regional Offices.

7-16. *Central Family Planning Field Units*

Sixteen Central Family Planning Field Units have been set up in the sixteen States, to supplement the training resources of the States in the field of family planning. These Field Units provide on-the-spot training to personnel of Government and voluntary agencies engaged in family planning and public health programme. These Units also carry out evaluation and studies of the programme and assist in the community



DEPARTMENT OF FAMILY PLANNING

AS ON 1-1-69

SECRETARY

Jt. SECY.

MARKETING
EXECUTIVE

COMMISSIONER
FAMILY PLANNING

D.S.
INTERNAL
FINANCIAL
ADVISER

D.S.
DIRECTOR

DY. COMM.

CONTROLLER
OF TRANSPORT

DY. COMM.

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U.S.
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COMMR.

ASSTT.
COMMR.

ESTABLISHMENT I & II

RECEIPT & ISSUE

MANUAL CELL

ORGANISATION &
METHOD & GENERAL

COMMITTEES &
CONFERENCES

BILLS & BUDGET

CENTRAL INTERNAL
AUDIT

PLAN BUDGET

GRANTS SECTION

POLICY SECTION

SCHOLARSHIP &
HINDUSTAN LATEX LTD.

AIDED PROGRAMME

ORAL CONTRACEPTIVE
PROGRAMME

STERILISATION

ORGANISED SECTION

CLINICS

POST-PARTUM

TRANSPORT

TRAINING SECTION

DY.
NURSING
ADVISER

D.A.C.

RESCH.
OFFICER

EXTENSION EDUCATION
& RESEARCH

MATERNITY & CHILD
HEALTH

EVALUATION &
INTELLIGENCE

PROGRESS

CENTRAL F.P. CORPS

SUPPLY & TRANSPORT

CONVENTIONAL
CONTRACEPTIVE

MASS MAILING

MASS EDUCATION &
MEDIA

education schemes.

In six States, where offices of the Regional Director of Family Planning are located, the Field Units form part of the Regional Directorates. The other ten Field Units are located at Srinagar, Simla, Jaipur, Bhubaneswar, Shillong, Patna, Hyderabad, Poona, Madras and Trivandrum.

Each Central Family Planning Field Unit is headed by a Family Planning Officer.

V. PUBLIC UNDERTAKING

Hindustan Latex Limited, New Delhi

The Hindustan Latex Limited was set up in March 1966, to take up the manufacture of all types of prophylactics, contraceptives and medical appliances. In January 1967, the Company entered into a collaboration agreement with a Japanese firm under which the latter has provided necessary equipment, machinery and engineering and technical know-how for setting up a factory at Trivandrum for the production of condoms (Nirodh). The factory will produce 144 million pieces of Nirodh in the first phase and its production will be doubled in the second phase.

The authorised capital of the Company is Rs. 1 crore, of which Rs. 50 lakhs was subscribed till March 31, 1968. The Government of India had also advanced a loan of Rs. 30 lakhs to the Company till that date.

VI. TRAINING INSTITUTIONS

1-3. *Central Family Planning Training Institutions*

Training of personnel is a very vital activity in any programme. The Government of India has attached high priority to training in the family planning programme since its very inception. There exist presently five central training institutions, viz., the Central Family Planning Institute, New Delhi; Family Planning Training and Research Centre, Bombay; Institute of Rural Health and Family Planning, Gandhigram (Tamil Nadu); Central Health Education Bureau, New Delhi and All India Institute of Hygiene and Public Health, Calcutta. Of these five Central Training Institutes, the first three are under the administrative control of the Department of Family Planning and the remaining two of the Department of Health. These institutions train the trainers and the supervisory, medical and para-medical personnel in various aspects of family planning.

In addition to the five Central Training Institutions, there exist 46 regional family planning training centres for personnel engaged on family planning work at the block and village level. The Central Institutions are responsible for providing needed technical assistance to the regional

training centres located in their regions.

4. *Demographic Training and Research Centre, Bombay*

The Demographic Training and Research Centre provides training in demography to both Indian and foreign students. The Centre also undertakes demographic research studies.

VII. ADVISORY BODIES

1. *Central Family Planning Council*

The Central Family Planning Council was set up in April 1966, to review the progress of the family planning programme and to recommend various measures for further stepping up its tempo for achieving the objectives. The Council has the Minister of State for Health and Family Planning as its Chairman and it includes both officials and non-officials connected with family planning programmes.

2. *Advisory Committee for Social Workers and Voluntary Organisations*

The Advisory Committee for Social Workers and Voluntary Organisations was constituted in February 1968, to advise the Government on ways and means for extensive and effective participation in the family planning programme by voluntary organisations and social workers. The membership of the Committee include Members of Parliament, prominent social workers and representatives of important voluntary organisations. The Minister of State for Health and Family Planning is the Chairman of the Committee.

STRENGTH OF STAFF

Secretariat	313
Subordinate Offices	284

C. DEPARTMENT OF WORKS, HOUSING AND URBAN DEVELOPMENT

The first attempt to administer public works in a systematic way may be traced to the creation under the East India Company of the Board of Ordnance in 1775, and of its successor, the Military Board, in 1786. Prior to the establishment of these Boards, the Public Branch of the Home Department was responsible for this subject. In 1850, the business connected with civil works was again placed under the Public Branch of the Home Department. A separate Department of Public Works, was created

in February 1855 and it was made responsible for public works both civil and military irrigation, communication and railway matters.

After the transfer of power from the East India Company to the British Crown in 1858 it was decided to separate the military works from the Public Works Department. A number of steps were taken in this regard, including the appointment of an Inspector-General of Military Works as in-charge of the military works in 1866. From 1870, the Military Works Branch was gradually and increasingly militarised as regards its constitution and it became a part of the Military Department in 1899. Thus, the Public Works Department which looked after mainly the military works in the earlier years of its establishment, became an organisation to administer only the civil works dealing with only a small number of military cantonments in outlying localities. The Public Works Department continued to deal with the other subjects till 1905, when 'communications' and 'railways' were transferred to the newly created Department of Commerce and Industry. The Public Works Department retained only irrigation, roads, bridges and public works.

In 1923 on the recommendations of the Inchcape Committee, the Public Works Department was merged with the Department of Industries (which was created in 1921 by the division of the Department of Commerce and Industry) to form the Department of Industries and Labour. In 1937, the latter was bifurcated into the Department of Labour and the Department of Communications; the former retaining the subject 'public works'. Gradually, the activities of the Department of Labour became so heavy that on the recommendations of the Secretariat Re-organisation Committee, it was again bifurcated in April 1946 into two Departments, *viz.*, the Department of Works, Mines and Power, and the Department of Labour. The former dealt with all matters relating to public works, stationery and printing, boilers, explosives, survey and electricity.

After Independence, the Department of Works, Mines and Power was redesignated as a Ministry under the charge of a Cabinet Minister. In January 1951 the subjects 'Mines and Power' were transferred to the erstwhile Ministry of Natural Resources and Scientific Research, and at the same time it took over the subject 'production' and 'supply' from the Ministry of Industries and Supply. The Ministry was subsequently renamed as the Ministry of Work, Production and Supply. The Ministry was, however, bifurcated in May 1952 into two Ministries, *viz.*, the Ministry of Production and the Ministry of Works, Housing and Supply, 'housing' was added as a new and separate charge. In October 1959, the Ministry took over charge of the administration of Government (Nazul) lands in the capital which were so far under the Delhi Administration.

With the formation of the new Central Cabinet in April 1962 after the third General Election some of the Ministries of the Government of India were re-organised. The Ministry of Rehabilitation, which had

almost completed the task of rehabilitation of refugees from West Pakistan, was converted into a Department and was placed under the Ministry of Works, Housing and Supply.

In November 1962 the subject 'supply under this Ministry was transferred to the newly created Ministry of Economic and Defence Coordination and the Ministry was redesignated as the Ministry of Works, Housing and Rehabilitation. In April 1964, the Department of Rehabilitation was again made a separate Ministry and the Ministry of Works, Housing and Rehabilitation was redesignated as the Ministry of Works and Housing.

In August 1965 the subject 'Administration of Boilers Act' was transferred from the Ministry of Works and Housing to the Ministry of Industry and Supply. In January 1966 the subjects 'urban development' including Town Planning Organisation, Delhi Development Authority and Central Regional and Urban Planning Organisation, Improvement Trusts, Master Plan of Delhi and Development of Lands in Delhi were transferred from the Ministry of Health to the Ministry of Works and Housing. At the same time, the subjects 'explosives', Industry and the Administration of the Petroleum Act 1934, and the Rules made thereunder, were transferred from the Ministry of Works and Housing to the Ministry of Industry and the Ministry of Petroleum and Chemicals, respectively. Subsequently, the Ministry was designated as the Ministry of Works, Housing and Urban Development. In March 1967 the subject urban development was transferred to the Ministry of Health and Family Planning. Simultaneously, it took over the Department of Supply from the Ministry of Industry and Supply. The Ministry was renamed as the Ministry of Works, Housing and Supply, which was organised in two Departments, *viz.*, the Department of Works and Housing and the Department of Supply. In February 1969, the Ministry again underwent a reorganisation, when the Ministry of Health & Family Planning was amalgamated with it. Simultaneously with the merger, the Department of Supply was transferred to the Ministry of Industrial Development and Company Affairs. The combined Ministry, named as the Ministry of Health, Family Planning, Works, Housing and Urban Development, was organised in three Departments.

II. FUNCTIONS

1. Property of the Union (not being railway, naval, military or air force works or being the property of the Department of Atomic Energy) except (i) buildings, the construction of which has been financed otherwise than from the civil works budget and (ii) buildings, the control of which has at the time of construction or subsequently, been permanently made over by the Department of Works, Housing and Urban Development to another Ministry.

2. All Government Civil works and buildings including those of Union Territories excluding roads and excluding works executed by or buildings belonging to the Railways, P & T and the Department of Atomic Energy.
3. Horticultural operations.
4. Indian Service of Engineers.
5. Administration of Government estates under the control of the Department of Works, Housing and Urban Development at Delhi, Bombay, Calcutta, Simla, Nagpur, etc. Moving of offices outside Delhi including the satellite townships around Delhi; deconcentration of offices from Bombay and Calcutta; location of new offices in Delhi, Calcutta, Bombay and Simla.
6. Allotment of accommodation in Vigyan Bhavan.
7. Administration of the Requisitioning and Acquisition of Immovable Property Act, 1952.
8. Control and administration of the Grand Hotel, Simla and Government Hostels.
9. Administration of Delhi Hotels (Control of Accommodation) Act, 1949.
10. The Public Premises (Eviction of unauthorised occupants) Act, 1958.
11. Administration of Rehabilitation Markets—Raisina Road Market; Sarojini Market, Sarojini Nagar; New Central Market, Connaught Circus; Kamla Market and Pleasure Garden Market.
12. Formulation of housing policy and programme. Review of the implementation of the Plan Schemes. Collection and dissemination of data on housing, building materials and building techniques. General measures for reduction of building costs. International co-operation and technical assistance in housing.
13. Stationery and printing for the Government of India including official publications.
14. Urban Development including Slum Clearance Schemes and the the Jhuggi and Jhnpri Removal Scheme.
15. Town and Country Planning; matters relating to Calcutta Metropolitan Planning Organisation.
16. Scheme of large scale acquisition, development and disposal of land in Delhi.
17. Delhi Development Authority.
18. Improvement Trusts.
19. Master Plan of Delhi Coordination of work in respect of the Master Plan and slum clearance in the Union Territory of Delhi.
20. Administration of the Delhi Development Act, 1957.
21. The Delhi Rent Control Act, 1958; and evictions in Delhi.
22. Development of Government Colonies in Delhi.

23. Allotment of Government lands in Delhi.
24. All Attached or Subordinate Offices or other organisations concerned with any of the subjects specified in this list.
25. Public sector projects falling under the subjects included in this list except such projects as are specifically allotted to any other Department.

III. ORGANISATION

The Department of Works, Housing and Urban Development consists of a Secretariat, four attached Offices and two Subordinate Offices. Besides, there are two public undertakings under the administrative control of the Department.

SECRETARIAT

Secretary	2
Joint Secretary	3
Deputy Secretary	4
Officer on Special Duty (Housing)	1
Superintending Engineer (Arbitration)	3
Under Secretary	10
Section Officer	20

Besides the Division dealing with the housekeeping function, the work of the Secretariat of the Department is divided into the following main divisions:

1. Works Division
2. Works Establishment Division
3. Housing Division
4. Lands and Printing Division

The detailed organisation of the Department is indicated in Chart on p. 387.

IV. ATTACHED OFFICES

1. *Central Public Works Department,
New Delhi*

The Central Public Works Department is mainly responsible for the designing, construction, maintenance and repairs of all works and buildings of the Central Government. Works of the Defence Services, Railways, and of the Departments of Communications and Atomic Energy are excluded from the responsibilities of the Central Public Works Department. In

addition, the Department looks after the maintenance of certain national highways and exercises technical control over the Public Works Departments of the Union Territories.

The Department is headed by an Engineer-in-Chief. Except for the Food Zone, which executes works of the Food Department throughout the country, the works of other Ministries and Departments are carried out on a zonal basis. For this purpose, the Central Public Works Department functions in the following zones:

- | | |
|--|--|
| 1. New Delhi Zone
(New Delhi) | Comprising of four public works and three electrical circles. |
| 2. North Zone
(New Delhi) | Comprising of five circles and covering the states of Jammu & Kashmir, Punjab, Haryana, Rajasthan, Uttar Pradesh and Madhya Pradesh (part only). |
| 3. Delhi Administration Zone (New Delhi) | Comprising of two circles. |
| 4. South Western Zone (Bombay) | Comprising of four public works circles and one electrical circle and covering the States of Gujarat, Maharashtra, Madhya Pradesh (part only) Mysore, Kerala and Tamil Nadu. |
| 5. Eastern Zone
(Calcutta) | Comprising of five public works circles and one electrical circle and covering the States of Assam, West Bengal, Bihar, Orissa. |

All these zones including the Food Zone are headed by Chief Engineers. The various circles under the zones are under the charge of Superintending Engineer. A Superintending Surveyor of Works is attached to each zone to assist the Chief Engineer in planning, designing and estimation work. In addition to the six zonal Chief Engineers (one for Food Zone), there are three other Chief Engineers under the Department, who are respectively in charge of vigilance cases, electrical planning and technical control, and Construction works in Nepal.

There are four other important wings under the Central Public Works Department, *viz.*, the Training Wing, Horticulture Wing, Architectural Wing and the Administration Wing. The Training wing headed by a Superintending Engineer, imparts training to direct recruits to the Central Engineering Service and the Central Electrical Engineering Service. It also draws up plans for training of other engineering staff in the Department. The Architectural Wing is headed by the Chief Architect and consists of 13 Senior Architect's Units attached to various zones. The Horticulture Wing is headed by a Director of Horticulture, who works under the supervision of the Chief Engineer, New Delhi Zone. The Administration

Wing is headed by a Director of Administration, assisted by three Deputy Directors.

2. *Directorate of Estates, New Delhi*

The control and allotment of Government accommodation was the responsibility of the Central Public Works Department till 1944, when a separate Estate Office was set up. The Estate Office was renamed as the Directorate of Estates in September 1959. The Directorate is under the charge of the Director of Estates, who is assisted by one Additional Director and five Deputy Directors and a number of Assistant Directors. This Directorate with regional offices at Delhi, Bombay, Calcutta, Madras, Nagpur, Faridabad and Simla is responsible for the allotment of office and residential accommodation in the general pool at these places, management of Government Hostels, Grand Hotel at Simla and Vigyan Bhavan and Rabindra Rangshala in New Delhi, assessment and Collection of rent, supply of air-conditioning units, refrigerators and desert coolers, leasing and requisitioning of private buildings, eviction of unauthorised occupants from Government premises and allotment and recovery of rent of shops in Government markets in Government residential colonies. The Directorate, on behalf of the Ministry of Transport and Communications, deals with the detection of and assessment and collection of fees for encroachments on the foreshore of the River Hooghly within the limits of Calcutta Port.

3. *Office of the Chief Controller of Printing and Stationery, New Delhi*

The Printing and Stationery Department is responsible for arranging the printing work of the various Ministries and Departments of the Government of India, including the Defence Services and the Railways, and for procuring and supplying of various categories of stationery stores to them. It also undertakes stocking and sale of official publications, including *Gazette of India*. Besides it offers technical advice to the Departments having their own grants for printing.

The Printing and Stationery Department comprises the following offices:

- (a) The headquarters office in New Delhi.
- (b) 13 Government of India Presses and 1 Farms Store.
- (c) The Publication Branch at Delhi with two sales depots and a sales counter.
- (d) The Stationery Office at Calcutta with regional Stationery depots at New Delhi, Madras and Bombay.

4. *National Buildings Organisation, New Delhi*

The National Buildings Organisation, set up in July 1954, aims at achieving reduction in building costs through promotion and coordination of research in building materials, techniques and designs. It disseminates relevant information for promoting the application of new knowledge about buildings and the practical results of research. The Organisation also functions as the U.N. Regional Housing Centre for the Hot and Arid Zone of the ECAFE Region and maintains close liaison with ECAFE member countries and international organisations doing similar work. The Organisation is headed by a Director.

V. SUBORDINATE OFFICES

1. *Land and Development Office, New Delhi*

The administration of 'Nazul' land in the capital was entrusted to the Chief Commissioner, Delhi in 1920 and the Land and Development Office functioning under his administrative control assisted him in the administration of the 'Nazul' land. In October 1959 this Office was placed under the then Ministry of Works, Housing and Supply.

The Land and Development Office is responsible for the administration of 'Nazul' land in the territory of Delhi and leases out properties in the rehabilitation colonies in Delhi. This responsibility entails allotment of land to public bodies and religious and social institutions, recovery of premium and rent for the land leased, removal of encroachment from lands under its control, scrutiny of construction plans of leased premises under lease conditions and issue of completion certificates.

The Office is headed by the Land and Development Officer.

2. *Town and Country Planning Organisation, New Delhi*

The Town and Country Planning Organisation is responsible for advising and assisting the State Governments and the Union Territories in all matters pertaining to regional and urban planning; assisting in setting up local and administrative frame-work for the functioning of town planning organisations and similar bodies; advising on the location and development of industrial towns and preparation of regional plans for river-valley project areas and resource regions; preparation of development plans of the National Capital Region and the South East Resource Region; and review of the Master Plan of Delhi. An Urban Research Cell has been set up in the Organisation for research on urban problems, preparation of

manuals and guides on subjects relating to urban and regional planning and development.

The Organisation is headed by a Chairman.

VI. PUBLIC UNDERTAKINGS

1. *Hindustan Housing Factory Limited, New Delhi*

The Hindustan Housing Factory Limited established as a departmental undertaking in 1950 was incorporated as a Company in January 1953. The Government of India and a private company held equal shares in it. In August 1955, the total share holding was taken over by the Government of India.

The Hindustan Housing Factory Limited manufactures a variety of products including light poles, beams, panels, stiffner water tanks, partition blocks, insulation blocks, shutters, etc. It also undertakes the erection of prefabricated and partially pre-fabricated buildings.

The authorised capital of the Company is Rs. 75 lakhs, of which Rs. 48.99 lakhs was subscribed till March 31, 1968.

2. *National Building Construction Corporation Limited, New Delhi*

The National Buildings Construction Corporation was set up in November 1960, as a public company to undertake expeditions, efficient and economic execution of construction works particularly in border and inaccessible areas at competitive rates. The Corporation also contributes towards improvement of quality of work and reduction of cost by introducing new techniques and management practices.

The Corporation has an authorised capital of Rs. 2 crores, of which the paid up capital was Rs. 1.35 crores, as on March 31, 1968.

VII. ADVISORY BODIES

1. *Central Works Advisory Board*

The Central Works Advisory Board acts as an advisory body to the Central Public Works Department in regard to the registration of contractors of Class I-A and I-B categories and award of contracts of works, exceeding certain limit. The Board consists of a Chairman and two members. The Engineer-in-Chief, Central Public Works Department, is the Chairman. Of the two members, one is an officer of the Department of Works, Housing and Urban Development and the other an officer of the Finance Ministry.

2. *Accommodation Advisory Committee*

The main functions of the Accommodation Advisory Committee are:

- (a) To enunciate the general principles relating to the utilisation and distribution of existing office and residential accommodation in Delhi and outside; and
- (b) To review and suggest improvements in the existing rules and regulations and procedure in relation to allotment of residential accommodation.

STRENGTH OF STAFF

Secretariat	283
Attached and Subordinate Offices	4659

* * * *

Some of the important publications of the Department of Works, Housing and Urban Development are as follows:

- 1. *Design for Low Cost Housing.*
- 2. *Rural Housing — a Draft Manual.*
- 3. *Industrial Housing in India.*
- 4. *National Buildings Organisation Journal* (Quarterly).
- 5. *National Buildings Organisation Abstracts* (Monthly).
- 6. *Annual Report of the Department of Works, Housing and Urban Development.*

MINISTRY OF INFORMATION AND BROADCASTING

THE EARLIEST INFORMATION activity of the Government of India was organised for press publicity and propaganda under a Central Bureau of Information (now called Press Information Bureau), which came into existence after the first World War. Besides other work, the Bureau was made responsible for compiling the yearly *Moral and Material Progress of India* for presentation to the British Parliament as required by the Act of 1858. The Bureau was placed under the Home Department.

In June, 1923, the Central Bureau of Information was made a permanent organisation and steps were taken to bring under it the information activities of the different departments. In 1939 a Director-General of Information was appointed to control and coordinate war publicity through the available media. In October 1941 the Department of Information and Broadcasting was created and various publicity agencies still functioning under the control of other departments were brought under its unified control. However, a Directorate of Public Relations continued to operate under the control of the General Headquarters.

As for broadcasting, an agreement for having a regular broadcasting service in India was entered between the Government of India and a private company called the Indian Broadcasting Company Limited in 1926 and immediately afterwards the service started. After about three years, the Indian Broadcasting Company went into liquidation. However, the Government acquired the assets of the Company and managed to run

the radio stations at Bombay and Calcutta. In May 1932 the Government of India decided to continue the broadcasting service under its own management and placed it under the administrative control of the Department of Industries and Labour. In March 1935 the subject was put under a newly created separate organisation headed by a Controller of Broadcasting in the Department of Industries and Labour. In June 1936 the designation of broadcasting service was changed from the Indian State Broadcasting Service to All India Radio. Soon, besides the increase in the number of broadcasting stations, new units like the Installation Department, the Research Department and the News Service Division were created. In 1937 the subject was transferred to the Department of Communications. In 1941, the newly created Department of Information and Broadcasting took over the subject 'broadcasting' from the Department of Communications.

The Department of Information and Broadcasting, on its creation in 1941, became the central agency for publicity and information activity of the Government of India. The Department of Information and Broadcasting was reconstituted as the Department of Information and Arts in February 1946. But the Department was renamed as the Department of Information and Broadcasting in September 1946. In August 1947 the Department was designated as a Ministry.

In June 1948 the subject 'external publicity' was transferred from the Ministry of Information and Broadcasting to the Ministry of External Affairs, along with the staff engaged in the External Publicity Unit. The Ministry of External Affairs also took over its internal publicity work from the Ministry of Information and Broadcasting in July 1958.

In December 1964 the Government of India appointed the Committee on Broadcasting and Information Media under the Chairmanship of Shri A. K. Chanda, to go into the working of the media units and to recommend their reorganisation and plan for cooperation of the media of communication. The Committee submitted five reports to the Government of India on 'Radio and Television,' 'Documentary Films and News-reels', 'Advertising and Visual Publicity', 'Press Information and Publicity', 'Coordination of the Media of Mass Communication'. It completed its task in March 1967.

II. FUNCTIONS

The Ministry of Information and Broadcasting is responsible for the following functions:

A. *Radio*

1. All business connected with All India Radio (except issuing of B.R. licences) embracing news services in the home programmes, pro-

grammes for foreign countries and Indians overseas, radio journals, researches in the field of broadcast engineering, monitoring of foreign broadcasts, programme exchange and transcription services, television, supply of community receiving sets to State Governments under the community listening scheme, etc.

2. Development of broadcasting throughout the Union, installation and maintenance of Radio stations/transmitters.

B. *Films*

3. Production and distribution of documentaries and newsreels and other films and film scripts for internal and external publicity.
4. Legislation under entry 60 of the Union List, *viz.*, "Sanctioning of Cinematograph Films for Exhibition".
5. Administration of the Cinematograph Act, 1952, which includes:
 - (i) Examination and certification of cinematograph films for public exhibition by the Central Board of Film Censors; and.
 - (ii) Regulation of exhibitions by means of cinematograph in Union Territories.
6. Grant of State Awards for films produced in India.
7. Grants to Children's Film Society .
8. Liaison with the film industry.
9. Implementation of the recommendations of the Film Enquiry Committee.

C. *Advertising and Visual Publicity.*

10. Production and release of all display advertisements of the Government of India through the media of press, posters, folders, calendars, blotters, leaflets, hoardings, cinema slides, etc.; also release of classified advertisements on behalf of the Government of India.
11. Preparation of media lists.

D. *Press*

12. Presentation and interpretation of the policies and activities of the Government of India through the medium of the Press.
13. Advising Government on information problems relating to the Press, keeping Government informed of the main trends of public opinion as reflected in the Press and liaison between Government and the Press.
14. Publicity to and for the Armed Forces.
15. General conduct of Government relations with the Press excluding the administration of Sections 99A to 99G, Criminal Procedure Code.

16. Administration of the Press and Registration of Books Act, 1867 relating to Newspapers.
17. Administration of the Newspaper (Price and Page) Act, 1956.
18. Implementation of the recommendations of the Press Commission.

E. *Publications*

19. Production, sale and distribution of popular pamphlets, books and journals on matters of national importance for internal as well as external publicity with a view to imparting to the general public at home and abroad up-to-date and correct information about India.

F. *Research and Reference*

20. (i) To assist the Media Units of the Information and Broadcasting Ministry in collection, compilation and preparation of material involving research into published works etc.; and
(ii) Building up of a compendium of knowledge on important subjects and to prepare guidance and background notes on current and other topics for the use of the Media Units of the Ministry.
21. Publicity for the Five Year Plan.
22. Financial assistance to distinguished musicians, both vocal and instrumental, dancers and dramatists who have contributed substantially to the success of all India Radio and other Units of this Ministry, or their survivors in indigent circumstances.
23. Attached and Subordinate Organisations:
 - (a) All India Radio.
 - (b) Films Division.
 - (c) Central Board of Film Censors.
 - (d) Directorate of Advertising and Visual Publicity.
 - (e) Press Information Bureau.
 - (f) Publications Division.
 - (g) Research and Reference Division.
 - (h) Office of the Registrar of Newspapers for India.
 - (i) Five Year Plan Publicity Unit.

III. ORGANISATION

The Ministry of Information and Broadcasting consists of a Secretariat, five Attached and seven Subordinate Offices. Further, there is one Public Undertaking under the administrative control of the Ministry.

The Ministry is in the charge of a Minister of Information and Broad-

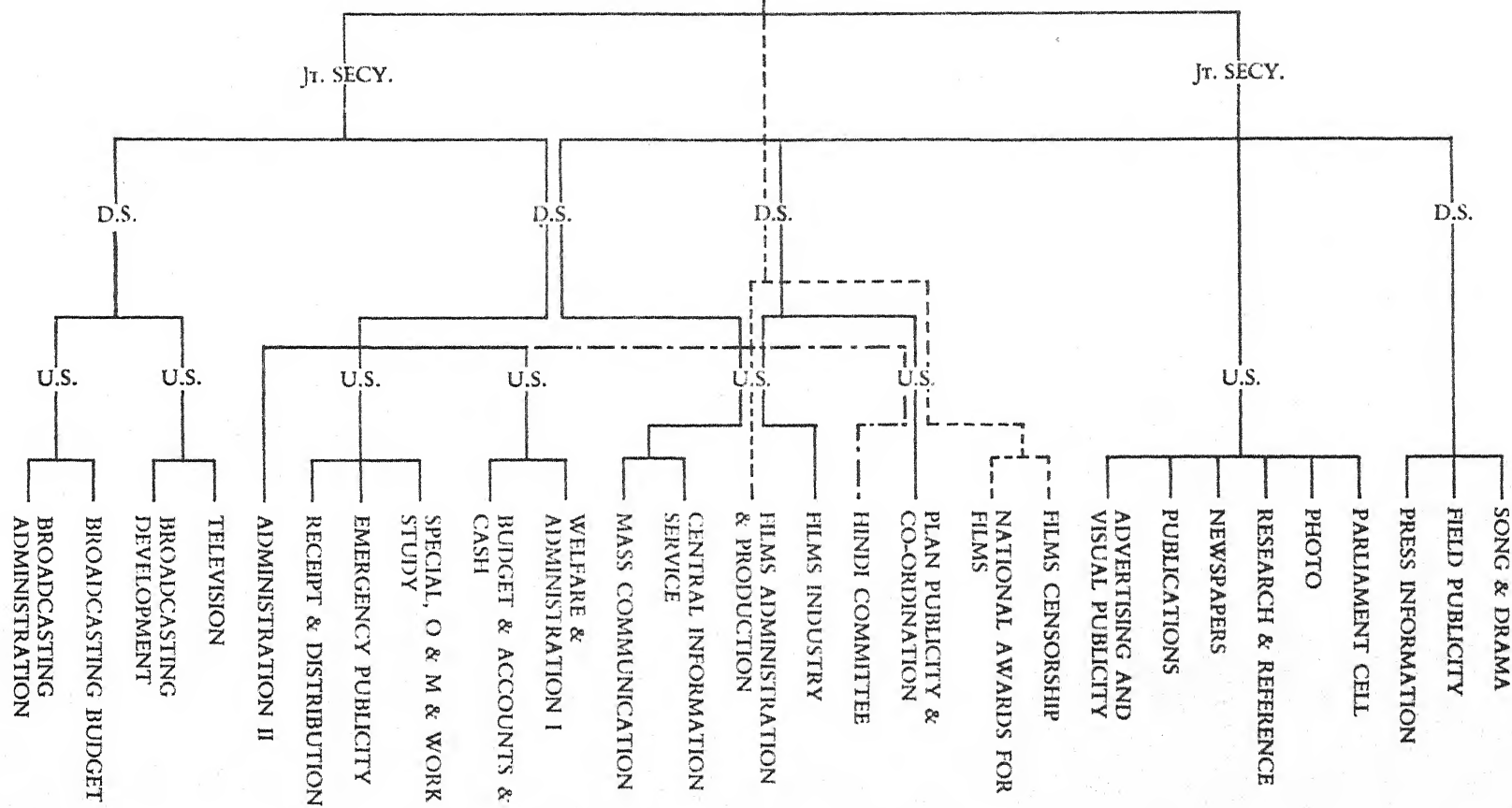
MINISTRY OF INFORMATION AND BROADCASTING

AS ON 1-1-1968

MINISTER

DEPUTY MINISTER

SECRETARY



casting (Cabinet rank), who is also Minister of Communications. He is assisted by a Minister of State.

SECRETARIAT

Secretary	1
Joint Secretary	2
Deputy Secretary	4
Officer on Special Duty (Campaign)	1
Under Secretary	6
Section Officer	20

The detailed organisational set up of the secretariat of the Ministry is indicated in the chart placed alongside.

IV. ATTACHED OFFICES

1. Directorate-General, All India Radio, New Delhi

Broadcasting started in India in the year 1926, when the Government of India granted a licence for this purpose to a private enterprise, the Indian Broadcasting Company Limited. The Bombay Station was opened on July 23, 1927 and the Calcutta Station on August 26, 1927. Due to financial difficulties, the Company went into Liquidation on 1st March, 1930. Since then the Government of India has assumed the responsibility of broadcasting. (On the basis of the total power of its transmitters and the extent and variety of the services provided, All India Radio claims to rank fourth in the broadcasting world, being preceded only by the broadcasting networks in the U.S.A., the U.K., and the U.S.S.R.).

The network of broadcasting stations in India is known as the All India Radio. The organisation is headed by a Director-General, who is assisted by several Deputy Directors-General, and a Chief Engineer. The executive functions are carried out by the stations situated all over the country and a number of other subordinate offices.

Apart from the regular programmes of news, music, drama, etc., All India Radio provides special programmes for rural listeners, schools and university students, industrial workers as also to adivasi areas and to armed forces. The External Services of AIR broadcasts programmes which are intended not only for Indian nationals living abroad but also for listeners in the countries with which India has close cultural and economic relations.

A television service was inaugurated on September 15, 1959 in Delhi for purposes of experimentation, training and evaluation. The service, at present, covers the urban and rural areas of Delhi and is available to

viewers within a range of 25 miles from Delhi. Some of the main organisations under the All India Radio are described below:

A. Radio Stations

At present, All India Radio has 64 radio stations including auxiliary centres. These stations are grouped in four regions, *viz.*, North, West, South and East, and are located as follows:

- North* — Delhi, Simla, Chandigarh, Patna, Ranchi, Bhagalpur, Bhopal, Indore, Gwalior, Jabalpur, Ranipur, Jullundur, Jaipur, Ajmer, Bikaner, Jodhpur, Udaipur, Lucknow, Allahabad, Varanasi, Rampur, Kanpur and Mathura.
- West* — Ahmedabad, Baroda, Rajkot, Bhuj, Bombay, Poona, Nagpur, Sangli, Parbhani and Panjim,
- South* — Pondicherry, Madras, Tiruchirapalli, Tirunelveli, Coimbatore, Trivandrum, Calicut, Trichur, Bangalore, Dharwar, Bhadravati, Gulbarga, Hyderabad, Vijayawada, Cuddapali and Visakhapatnam.
- East* — Gauhati, Shillong, Aijal, Kohima, Cuttack, Jeypore, Sambhalpur, Calcutta, Kursong, Silliguri, Port Blair, Agartala, Dibrugarh, and Imphal.

There are two stations in Jammu and Kashmir, one at Srinagar and the other at Jammu. A low-power partial programme originating centre attached to the Gauhati Station is functioning at Pasighat.

Each Station functions under the supervision of a Station Director or an Assistant Station Director. In the major Stations, there are normally two Assistant Station Directors—one incharge of programmes and the other in charge of administration. The former is assisted by Programme Executive, Programme Supervisors, etc. The Engineering functions at each Station are supervised by a Station Engineer or an Assistant Station Engineer who is assisted by other engineering staff. The programmes for each Station are drawn up independently and submitted to the Director-General for approval.

B. News Services Division

The News Services Division, set up in 1957, is responsible for the broadcasting of news bulletins in Indian and foreign languages, news reviews and commentaries, Parliamentary commentaries, radio newsreels and other

topical broadcasts. In all the All India Radio puts out 180 daily news bulletins in different Indian and foreign languages. Of these 136 bulletins are in the Home Services and 44 in the External Services.

The News Services Division gets its news from the recognised press agencies such as the Press Trust of India and the United Press of India. It also gets news from the Press Information Bureau and from its own correspondents. Thus, the News Services of the All India Radio are fed from different sources as in the case of newspapers and the news items collected are scrutinised and edited before being put into the news bulletins.

The Division is headed by the Director of News Services.

C. External Services Division

The external services of the All India Radio assumed greater importance after Independence. As a result, the Central News Organisation, which was dealing both with News and the External Services, was split up in 1948 into two organisations, viz., the News Services Division and the External Services Division.

The External Services Division is responsible for broadcasting programmes for listeners abroad, in Indian and foreign languages. The External Services cover programmes in 21 languages, six Indian and 15 foreign, of more than 43 hours duration daily. The Division also supplies scripts and recordings of programmes to foreign broadcasting organisations for their use.

The Director of External Services is the head of this Division.

D. Monitoring Services Division Simla

The Monitoring Service was started at Delhi in November 1939, under the General Staff Branch of the General Headquarters, with a view to aid the preparation of counter-propaganda during the period of the war. The Unit was shifted to Simla in February 1940. In 1941, this Unit was transferred to the Department of Information and Broadcasting and since May 1946, it was placed under the Director-General, All India Radio.

Monitoring is the process of listening to broadcasts from other nations and taking note of what they say on national and international affairs. The Monitoring Service also circulates daily and weekly news projects to the Union and the State Governments and also to the Indian diplomatic missions abroad. At present, the Monitoring Service covers nearly 100 transmissions in 13 languages daily.

The reports of broadcasts, collected by the Monitoring Services are supplied to A.I.R. and to other Government Ministries and Departments.

E. Transcription and Programme Exchange Service Division

The Transcription and Programme Exchange Division, set up in 1954, is responsible for collecting recordings and transcriptions of important and historic items pertaining to President, Vice-President and other leaders of national and international significance, recital by great musicians of the past, historic moments in the nation's life and voices of stalwarts in the freedom struggle, to bring out a weekly bulletin giving particulars of selected programmes in every language and to circulate programmes among stations. The library of the Division has over 16,000 tape recordings of different programmes. The transcription service has also made efforts to build a library of folk music, devotional and stage songs. The Division thus, helps in making available to all other stations the outstanding programmes of one station.

F. Staff Training School, New Delhi

The Staff Training School of the All India Radio was set up in 1948 for providing to the persons on programme and administration sides a comprehensive idea of the work of various branches of the All India Radio. A Technical Wing was added to the Training School in 1959 to give training to engineers and other technical staff. The School, in addition, holds courses and seminars for Hindi announcers, news readers, music producers, script writers of educational television, etc. Under the exchange programme, announcers from foreign lands are trained by the School in different Indian languages. A number of refresher courses are also held at the School.

G. Engineering Division

The Engineering Division is organised in two departments, *viz.*, the Research Department and the Maintenance Department. The Research Department conducts investigation on acoustics and odd frequencies, direction of radio waves and studies of ionosphere and high frequency problems. It is also responsible for the installation and operation of All India Radio's experimental television service.

The Maintenance Department looks after the maintenance of existing stations, and undertakes purchase for and supply of spares to the stations. Repair of special and delicate meters, components and other equipments is also the responsibility of this Department.

2. Press Information Bureau

The Press Information Bureau serves the Indian Press and correspondents of the foreign Press stationed in India with news material and

photographs concerning the activities of the Government of India. The Bureau acts as a link between the Government and the public through the Press—informing the public about Government activities and policies and keeping the Government in touch with the main trends of public opinion, as reflected in the Press.

The Press Information Bureau is the principal organisation for the supply of information service to the various Ministries of the Central Government. Its officers are attached to the different Ministries and Departments of the Central Government. Offices of the Bureau are also located in a number of important places in the country and Information Officers stationed at certain other State Capitals. The Ministries and Departments of the Central Government carry out all their publicity work with the assistance of their attached Information Officers and the Bureau. The only exception in this regard is the Ministry of External Affairs which has a separate organisation for the control of its publicity offices located overseas. But the Ministry shares with the Bureau the task of internal publicity.

The Press Information Bureau also collects materials of interest to the Central Government or State Governments through its Information offices located in various places outside the headquarters. The material collected by the Press Information Bureau is circulated to the Ministries and Departments concerned. Newspaper cuttings and special reports on items appearing in Indian and Foreign papers, together with appropriate summaries of editorials and special features, are also supplied by the Press Information Bureau. It undertakes the writing of special feature articles which provide information regarding projects, schemes, or any new policy.

The Bureau's services are made available to newspapers in English and other Indian languages. Besides issuing feature articles, background material, news photographs, photo features, newsletters, etc., eboid blocks are supplied to smaller newspapers and journals who lack the resources to have block-making facilities of their own.

The Bureau is responsible for arranging the accreditation of Newspaper correspondents and cameramen at Delhi. Press correspondents are accredited on the recommendations of the Central Press Accreditation Committee, consisting of an equal number of representatives of the All-India Newspaper Editors' Conference and the Indian Federation of Working Journalists.

The Bureau arranges Press Conferences for Ministers and high officials to explain to the Press the scope and purpose of important Government decisions or policy statements. Press liaison services are also provided by the Bureau for official meetings and functions and international conferences held in India.

The Principal Information Officer is the Head of the Press Information Bureau, who is assisted by Deputy Principal Information Officers, Informa-

tion Officers and Assistant Information Officers. There are twenty Offices of the Bureau, which are grouped into the following four regions:

- | | |
|--|---|
| (i) Eastern Regional Office,
Calcutta. | branch offices at Patna, Gauhati and
Cuttack. |
| (ii) Western Regional Office,
Bombay. | branch offices at Poona, Nagpur and
Ahmedabad. |
| (iii) Southern Regional Office,
Madras. | branch offices at Bangalore, Erna-
kulam, Trivandrum and Hyderabad. |
| (iv) Northern Regional Office,
New Delhi. | branch offices at Srinagar, Jammu,
Jullundur, Jaipur, Bhopal, Lucknow
and Varanasi. |

3. *Directorate of Advertising and Visual Publicity*

The Directorate of Advertising and Visual Publicity has its origin in the setting up of the Advertising Branch, which was formerly located at Simla and in April, 1954, it was shifted to Delhi. This Branch was given additional responsibilities later and now functions as the Central organisation for the Government of India's visual publicity. The new activities included, release of display and classified advertisements, production and distribution of posters, broadsheets, folders, pamphlets, calenders, enamel boards, cinema-slides, etc. In 1955, the Exhibition Wing of the Ministry of Information and Broadcasting was also made a part to this Office and it was made a Subordinate Office under the nomenclature 'Directorate of Advertising and Visual Publicity'. Recently, a research cell has been added to pretest and evaluate selected material produced by the Directorate.

The Directorate also undertakes the sale of advertisement space in the publications brought out by the Ministry of Information and Broadcasting. Further, it is responsible for the publicity work of several autonomous bodies.

4. *Publications Division*

The Publications Division is responsible for the preparation, production, distribution and sale of various kinds of publications on the Country and its culture, the activities of the Central Government, places of tourist interest, and the progress of the various development programmes in the country, etc. Speeches and writings of national importance are also published by the Division and these include the series of volumes on the speeches and writings of Mahatama Gandhi. Publications are brought out in English, Hindi and other regional and foreign languages.

Books on behalf of the National Book Trust, the Central Social Welfare

Board and the Education Ministry are also brought out by the Division. It acts as the sales and distributing agency for some publications of the National Museum, the Lalit Kala Academy, the National Book Trust and the All India Handicrafts Board.

The Division is headed by a Director. He is assisted by two Deputy Directors and other staff. The Division has also a photographic section to provide pictorial material for the publications. In addition to various books and pamphlets, the Division publishes the following magazines:

1. *Indian and Foreign Review* (English)—An English fortnightly of the Ministry of External Affairs, giving review of the important Indian and foreign news.
2. *Ajkal* (Hindi)—A monthly literary and cultural magazine.
3. *Ajkal* (Urdu).
4. *Bal Bharati* (Hindi)—A monthly magazine in Hindi for children.
5. *Kurukshetra* (English)—A monthly journal of the Ministry of Food, Agriculture, Community Development and Cooperation, dealing with problems affecting community development.
6. *Kurukshetra* (Hindi).
7. *Bhagirath* (English)—A quarterly magazine of the Ministry of Irrigation and Power, dealing with irrigation and power Projects.
8. *Yojana* (English)—A fortnightly journal of the Planning Commission, published mainly to carry to the people the message of the Five Year Plans.
9. *Yojana* (Hindi).
10. *Panchayati Raj* (English)—A monthly, brought out on behalf of the Ministry of Food, Agriculture, Community Development and Cooperation, dealing with problems and progress of panchayati raj in India.

5. *Office of the Registrar of Newspapers for India*

The Press and Registration of Books Act of 1867, was amended in 1956, in order to empower the Government to set up an organisation for maintaining statistics of the newspapers in the country, with specific reference to periodicity of their publication, price and ownership, etc. The Office of the Registrar of Newspapers for India was set up in July 1956 to take up these assignments. The Press Registrar, who is head of this office, in addition to his responsibility of maintaining newspaper statistics, advises the Government regarding allocation of newsprint and other specialised requirements of newspapers. The Office brings out an annual report titled *Press in India*, which gives a comprehensive and complete account of the press in the country.

6. *Films Division, Bombay*

The Films Division is responsible for the production and distribution of documentary films for general education and information of the people. The documentary films produced by the Division are in English, Hindi and regional languages. The Division supplies about 35,000 prints of its films annually for distribution.

The Chief Producer (Documentaries) is the technical head, while the Controller of Administration is the administrative head of the Films Division.

7. *Central Board of Film Censors, Bombay*

The Central Board of Film Censors is a statutory body set up under the Cinematograph Act, 1952, for sanctioning films as suitable for public exhibition. The Board, at present, consists of a Chairman, who is a whole-time Officer, and eight non-official members who work part-time in an honorary capacity. The Board has its headquarters at Bombay with regional offices at Bombay, Calcutta and Madras.

The work of the examination of films for certification is initially carried out by Examining Committees consisting of the Regional Officer of the Board and the members of the Advisory Panels attached to each of the three regional offices. The Advisory Panel members are prominent people drawn from various walks of public life and include social welfare workers, educationists, journalists, authors, lawyers and linguists—mature people with a wide range of experience and knowledge.

Films are granted clear 'U' certificates (*i.e.*, certificate for unrestricted public exhibition) or clear 'A' certificates (*i.e.*, certificate for public exhibition restricted to adults only) or certificates subject to deletions or refused certification by the Chairman on behalf of the Board on the recommendation of the Examining Committees. If the producer or importer of a film is not satisfied with the decision of the Board based on the recommendation of the Committee, he can apply for its reconsideration. This is done by a Reviewing Committee, which ordinarily consists of the Chairman of the Board and all the resident members of the Advisory Panel of the Centre where the application for certification was received, except those who were on the Examining Committee which earlier viewed the film. The decision of the Reviewing Committee shall be that of the majority of the members attending the examination of the film, the Chairman having a second or casting vote in the event of a tie. If the applicant is still dissatisfied with the decision of the Board based on the findings of the Reviewing Committee, he has a right to prefer an appeal to the Government of India within thirty days of the communication of the Board's decision to him.

The certificate issued by the Board is valid for a period of ten years from the date of issue.

8. *Film Institute of India, Poona*

The Film Institute of India was set up in 1960, on the recommendation of the Film Inquiry Committee for providing training in various aspects of film making such as cinematography, sound recording and sound engineering, screen play writing, direction, film editing and film acting. The duration of the regular courses for film editing and film acting is two years, while for other subjects it is three years. Besides the regular courses, the Institute conducts refresher courses of three months' duration for persons already working in the film industry.

9. *Research and Reference Division*

The Research and Reference Division is responsible for furnishing reference material for publicity purposes to the Ministry and its various mass communication media units. The Division also makes a continuous study of the trends relating to the Press and the film industry as also of topical themes. One of the regular assignments of the Division is the compilation of a standard and authoritative work of reference on India called *India — A Reference Annual*. This was started in 1953, and the scope of the edition has since been enlarged considerably by adding a number of new chapters.

The Division also provides a feature called "Background to the News", a bi-weekly service which gives background notes to selected news items of topical interest. This service, primarily intended for the use of the media units of the Ministry, is also being made available to the Indian Missions abroad.

The Research and Reference Division brings out from time to time special reference papers on subjects of topical interest. It also prepares biographical sketches of personalities in the news. Papers on significant trends in the field of mass communication are published by the Division. It maintains a comprehensive index of news and articles of reference value on national and international affairs. The library of the Division functions as the central library for the Ministry of Information and Broadcasting and its media units.

VI. ADVISORY BODIES

A brief description of some of the important advisory committees under the Ministry of Information and Broadcasting is given below:

1. *Central Programme Advisory Committee*

The Central Programme Advisory Committee advises on the general policy and composition of the programmes of the All India Radio in the home services. The Committee consists of 35 non-officials as its members.

2. *Programme Advisory Committees attached to various Stations of the All India Radio*

Programme Advisory Committees have been attached to most of the All India Radio Stations, to advise the Station Directors concerned on the types of programmes of Regional interest. These Committees consist of 12 to 20 non-officials members.

3. *Programme Advisory Committee for External Services of All India Radio*

The Programme Advisory Committee for External Services of All India Radio advises on the programmes in the external services. The Committee consists of 12 official and 3 non-official members.

4. *Advisory Board for Commercial Broadcasting*

The Advisory Board for Commercial Broadcasting advises the All India Radio on contents of commercial programmes, duration and spacing of frequency of commercials, commercial rates, relations with clients, code of conduct, amenities, concessions and surcharges for commercial broadcasts. The Board consists of eleven non-official and eight official members.

5. *Advisory Panels Constituted under the Cinematography Act at Bombay, Calcutta and Madras*

These Advisory Panels examine films produced at the three centres and advise on their suitability for public exhibition or otherwise under the Cinematograph (Censorship) Rules, 1958. The Panel at Bombay consists of 35 non-official members, the one at Calcutta 20 non-official members and the Panel at Madras 38 non-official members.

6. *Film Advisory Board*

The Film Advisory Board advises the Government on the suitability of films for approval as scientific films, films intended for educational purposes, etc., under Section 12(4) of the Cinematograph Act, 1952, and under the corresponding State laws. The Board consists of three official and six

non-official members including the Chairman.

7. *Newsprint Advisory Committee*

The Newsprint Advisory Committee advises the Government on questions of policy regarding the import of newsprint and printing machinery for the newspapers and other cognate matters. The Minister of Information and Broadcasting is the Chairman of the Committee and the Minister of State in the Ministry is its Deputy Chairman. The Committee has 16 other members including an official and 9 non-official members.

8. *Central Press Accreditation Committee*

The Central Press Accreditation Committee advises the Government on matters relating to accreditation of Press correspondents and cameramen at the headquarters of the Government of India. The Principal Information Officer in the Ministry of Information and Broadcasting is Chairman

STRENGTH OF STAFF

Secretariat	316
Attached and Subordinate Offices	13,499

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The Publications Division of the Ministry of Information and Broadcasting brings out a large number of books, pamphlets and periodicals. Some of these have been listed in the section describing the activities of the Division. The other important publications of the Ministry are as follows:

1. *Report of the Press Laws Enquiry Committee, 1948.*
2. *Report of the Film Enquiry Committee, 1951.*
3. *Aspects of Broadcasting in India, 1953.*
4. *Report of the Press Commission, 1954.*
5. *Radio in School Education, 1961.*
6. *Indian Cinema, 1965.*
7. *Report of the Enquiry Committee on Small Newspapers, 1966.*
8. *Reports of the Committee on Broadcasting and Information Media, 1967.*
9. *Press in India—Report of the Registrar of Newspapers for India (Annual).*
10. *India—A Reference Annual.*

DEPARTMENT OF ATOMIC ENERGY

THE GOVERNMENT OF INDIA took over in 1948 under the provisions of the Atomic Energy Act (XXIX of 1948) the exclusive responsibility to control and develop atomic energy for peaceful purposes and to carry out research in the connected fields. As provided in the Act, the Atomic Energy Commission was set up in August 1948, to prospect and exploit atomic minerals in the country, to foster research in the nuclear sciences in the universities and scientific institutions and to build up a core of scientific and technical personnel in the field. The Commission was constituted as an advisory and policy making body and its decisions were executed through the Department of Scientific Research and later through the Ministry of Natural Resources and Scientific Research.

A separate Department of Atomic Energy was set up in August 1954 and it was charged solely with the development of atomic energy. For administrative convenience and close contact with the Trombay Establishment, the main centre for nuclear activities in the country, the headquarters of the Department were located at Bombay. In March 1958, the Atomic Energy Commission, which functioned through the Department, was reconstituted and was accorded full powers of the Government of India in both administrative and financial matters. The reconstituted Commission was modelled, more or less, on the lines of the Railway Board.

In 1962, the Atomic Energy Act of 1948 was replaced by a new Act, which vests greater responsibility in the Department of Atomic Energy,

particularly in safeguarding the health of workers in all establishments and institutions making use of radiation sources. In the same year, the constitution of the Atomic Energy Commission was revised to clarify the position of the Commission's Member for Finance and Administration.

II. FUNCTIONS

1. All matters relating to Atomic Energy in India, *e.g.*
 - (i) Administration of the Atomic Energy Act, 1962 including control of radio-active substances and regulation of their possession, use, disposal and transport;
 - (ii) Research, including fundamental research in matters connected with atomic energy and the development of its use in agriculture, biology, industry and medicine;
 - (iii) Atomic Minerals: survey, prospecting, drilling, development, mining, acquisition, sale, export and control;
 - (iv) All activities connected with the development and use of atomic energy, including:
 - (a) project and industries concerned with substances and minerals prescribed under the Atomic Energy Act, their products and by-products;
 - (b) generation of electricity through the use of atomic energy;
 - (c) design, construction and operation of research, development and power reactors;
 - (d) establishment and operation of facilities and plants:
 - (i) for the production of the material and equipment required for research and use of atomic energy and for research in the nuclear science;
 - (ii) for the separation of the isotopes, including plants adaptable to the separation of isotopes as by-products, including the production of heavy water as a main or subsidiary product; and
 - (v) Supervision of the state undertakings concerned with prescribed or radio-active substances and with production of materials and equipment particularly those required for research into and the use of Atomic Energy and for research in the nuclear sciences including:
 - (a) the Indian Rare Earth Limited;
 - (b) the Fertiliser Corporation of India Limited; so far as production of heavy water is concerned;
 - (c) the Uranium Corporation of India Limited; and
 - (d) the Electronics Corporation of India Limited.
2. Financial and technical assistance for the furtherance of studies in the nuclear and space sciences and for building up an adequately trained

man power for the development of the atomic energy programme including:

- (i) Assistance to institutions and associations engaged in Scientific work and to universities for advanced study and research in the nuclear science; and
- (ii) Grant of Scholarships in Scientific Subjects in Universities and other educational institutions and other forms of financial aids to individuals, including those going abroad for studies in nuclear sciences.

3. International relations in matters connected with atomic energy including:

- (i) matters relating to Atomic Energy in the United Nations, specialised agencies, International Atomic Energy Agency and in relations with other countries; and
- (ii) Correspondence with institutions, universities, etc. abroad in connection with foreign fellowships and the training of Indian Scientists.

4. All matters relating to personnel under the control of the Department of Atomic Energy.

5. Execution of works and purchase of land and buildings debitable to the capital Budget of the Department of Atomic Energy.

6. Procurement of Stores and equipment required by the Department of Atomic Energy.

7. Financial sanction relating to the Department of Atomic Energy.

8. All matters connected with the advancement of higher mathematics including:

- (i) matters relating to the promotion and coordination of advanced study and research;
- (ii) International relations in higher mathematics, including in particular, matters relating to the Indian National Committee for Mathematics and the International Mathematical Union;
- (iii) grants to institutions and associations in the advancement of higher mathematics; and
- (iv) grant of scholarships and other forms of financial aid for advanced study and research.

9. Peaceful uses of Outer Space.

10. All matters relating to:

- (i) Tata Memorial Centre, Bombay.
- (ii) Indian Cancer Research Centre, Bombay.

III. ORGANISATION

The atomic energy programme of the Government of India is carried through various constituent units of the Department of Atomic Energy. There are at present seven units engaged on atomic energy programme and four on space research programme. In addition, there are three public undertakings under the administrative control of the Department of Atomic Energy. The Department also administers grants-in-aid to five research institutes, *viz.*, Tata Institute of Fundamental Research, Bombay; Tata Memorial Hospital, Bombay; Indian Cancer Research Institute, Bombay; Physical Research Laboratory, Ahmedabad; and Saha Institute of Nuclear Physics, Calcutta.

The Department of Atomic Energy is under the charge of the Prime Minister. Besides the main secretariat at Bombay, the Department has a branch secretariat in Delhi. The secretariat staff of the Department consists of a Secretary, one Additional Secretary, three Joint Secretaries, one Director, one Chief Vigilance Officer, six Deputy Secretaries, five Under Secretaries, two Scientific Officers, one Senior Research Officer and twelve Section Officers.

The Atomic Energy Commission as reconstituted in 1958, enjoys full executive and financial powers of the Government of India in atomic energy matters. The Commission is responsible for formulating the policy of the Department of Atomic Energy for the consideration and approval of the Prime Minister, preparing the budget of the Department and for the implementation of Government's policy in all matters concerning atomic energy.

The Atomic Energy Commission consists of both full-time and part-time members, the total number of whom cannot be less than three and not more than seven. The Secretary to the Government of India in the Department of Atomic Energy is the *ex-officio* Chairman of the Commission. The Director of the Bhabha Atomic Research Centre is also a member of the Commission in charge of research and development. One of the members of the Commission is designated as Member of Finance, who is also the *ex-officio* Secretary to the Government of India in the Department of Atomic Energy in financial matters. The Commission, presently, consists of five members, including the Chairman.

The Chairman of the Atomic Energy Commission in his capacity as Secretary to the Government of India in the Department of Atomic Energy is responsible, under the Prime Minister, for arriving at decisions on technical questions and advising Government on matters of atomic policy. The recommendations of the Commission on policy and allied matters are put up to the Prime Minister through the Chairman. The Chairman also enjoys the power to over-rule the other members of the Commission, except that the Member of Finance has the right to ask that

any financial matter, in which he does not agree with the Chairman, should be referred to the Prime Minister and the Finance Minister.

IV. CONSTITUENT UNITS

1. *Bhabha Atomic Research Centre, Bombay*

The Bhabha Atomic Research Centre (formerly Atomic Energy Establishment, Trombay) is India's national centre for research and development in the field of atomic energy and is presently the largest scientific research institution in the country. The centre is located at Trombay about 15 Kms. from Bombay city and covers an area of over two thousand acres. The work in the Bhabha Centre is organised in seven groups, *viz.*, those of Physics, Electronics, Radiation Projection, Engineering, Metallurgy, Bio-Medical, and Administration.

The Bhabha Atomic Research Centre also runs a training school in which about 125 graduate scientists and engineers receive training for one year in various disciplines connected with atomic energy. On successful completion of the training, these trainees are absorbed either in the Centre or in some other units under the Department of Atomic Energy.

2. *Atomic Minerals Division, New Delhi*

The Atomic Minerals Division is responsible for survey, prospecting, development and acquisition of atomic minerals as also for carrying out research connected therewith. The Division comprises of two Units, one looking after work in the Singhbhum Thrust Belt area of Bihar and other in the rest of the country. Each unit is headed by a Regional Director.

3. *Power Project Engineering Division, Bombay*

The Power Project Engineering Division is responsible for the engineering tasks of setting up atomic power stations. The Division is presently engaged in the construction of the Rajasthan Atomic Power Project II and Madras Atomic Power Project. In addition to the constructions of the power stations, the Division also undertakes development work necessary for effecting improvements in the design and engineering of the stations.

4. *Tarapur Atomic Power Project, Bombay*

The Tarapur Atomic Power Station is the first nuclear power station set up in the country at Tarapur about 97 km. north of Bombay. The station has a net generating capacity of 380 MW. The power generated at this Station is being supplied to the States of Maharashtra and Gujarat. The

Project is under the charge of a Project Administrator, directly responsible to the Department. A Board with the Project Administrator as Chairman supervises the project.

5. *Rajasthan Atomic Power Project, Kota, Rajasthan*

India's second nuclear power station is being set up at Rana Pratap Sagar near Kota at Rajasthan. The project comprises of two units, each of 200 MW capacity. The Director, Bhabha Atomic Research Centre, is in charge of the Project. He is also the Chairman of the Board which administers it.

6. *Madras Atomic Power Project, Madras*

India's third nuclear power station is being installed at Kapakkam near Madras. This 200 MW station will be of the same type as the one at Kota. The project is under the charge of a Joint Secretary stationed in Madras, who is also the officer on Special Duty on the Project. The Project is managed by a Board, the Chairman of which is the Director of the Power Projects Engineering Division.

7. *Trombay Township Project*

The Trombay Township Project is intended to provide residential accommodation to the employees of the Bhabha Atomic Research Centre, Trombay. It is under the charge of a Project Engineer. A Board with the Additional Secretary, Department of Atomic Energy as Chairman administers the Project.

8. *Thumba Equatorial Rocket Launching Station, Trivandrum*

The Thumba Equatorial Rocket Launching Station situated about 13 kms. from Trivandrum provides facilities for launching sounding rockets. for carrying out studies of the atmosphere at levels between 30 and 200 kms. The station is a U.N. sponsored facility and is available for all member-nations of the United Nations who wish to conduct experiments relating to the peaceful uses of outer space.

9. *Space Science and Technology Centre, Trivandrum*

The Space Science and Technology Centre located at Veli Bill near the Thumba Rocket Launching Station, Trivandrum provides facilities for work in the field of space instrumentation, range and ground support, test and evaluation, rocket development, and training.

10. *Experimental Satellite Communication Earth Station,
Ahmedabad*

The Experimental Satellite Communication Earth Station provides training in satellite communication techniques besides conducting investigations in this technology. Training courses are conducted at the Station on a continual basis.

11. *Rocket Propellant Plant, Trivandrum*

The Rocket Propellant Plant undertakes development of a number of items required for rocket propelling.

V PUBLIC UNDERTAKINGS

1. *Indian Rare Earth Limited,
Bombay*

The Indian Rare Earths Limited was established in 1950 with the object of processing monazite sands in the beaches of Kerala and Tamil Nadu for the extraction of rare earth chloride as the main product and trisodium phosphate as a by-product and a residue containing thorium and uranium compounds. The Company's subscribed share capital is Rs. 1 crore, which is wholly financed by the Government of India. The registered office of the Company is at Bombay and its works are located at Manavalakurichi in Madras and Alwaye in Kerala. It also operates a Thorium Plant at Trombay. With a view to operating the mineral sand industry on modern and efficient lines, the Company took over the assets of another public sector undertaking, viz., Travancore Minerals Limited, after it went into voluntary liquidation in January 1965. The Company also took over in June 1967, the assets and liabilities of M/s. Noplin and Williams, a British Firm which went into voluntary liquidation in 1960.

2. *Electronics Corporation of India Limited,
Hyderabad*

The Electronics Corporation of India Limited was set up in April 1967 to take over the activities of the Electronics Production Unit of the Bhabha Atomic Research Centre, Trombay. This was done with a view to producing on a commercial scale, a variety of nuclear instruments, control panels, electronic components, etc., to cater to the increasing demands from the growing atomic energy programme as also from industry and research institutions in the country. The authorised capital of the Company is Rs. 10 crores and the subscribed capital Rs. 80 lakhs, as on March 31, 1968.

3. *Uranium Corporation of India Limited,
Jaduguda, Bihar*

The Uranium Corporation of India Limited was formed in October 1967 to provide the uranium requirements of the country. The Company took over on its formation, the management of the Jaduguda Mining Project and the Uranium Mill Project. The authorised capital of the Company is Rs. 15 crores, of which capital Rs. 5.85 crores had been subscribed till March 31, 1968.

VI ADVISORY BODIES

1. *Board of Research in Nuclear Science*

The Department of Atomic Energy gives grants to various universities and research institutions in India for carrying out research in various fields of nuclear science approved by this Department. In this work the Department is advised by a Board consisting of 15 members drawn from various scientific institutions and universities.

The functions of this Board are:

- (a) to advise the Department on the funds to be given to the universities/research institutions for research projects formulated by them;
- (b) periodically review the progress of the various projects and make recommendations for the continuance, enhancement or termination of grants; and
- (c) to inspect various universities and institutions requesting grants from the Department and advise it on the facilities available in such instructions for carrying out research projects.

The Board is assisted in its tasks by a number of advisory committee's in various subjects such as Physics, Chemistry, Cosmic Ray, Metallurgy, Biology, Medicine, Food and Agriculture.

2. *Indian National Committee for Space Research*

The Indian National Committee for Space Research advises the Government on the promotion of research in and exploration of space and its utilisation for peaceful purposes. The Committee also keeps liaison with the Committee on Space Research (COSPAR) of the International Council of Scientific Unions and other national and international organisations interested in the research and the development of the peaceful uses of space.

STRENGTH OF STAFF

Main Secretariat
Other Organisations

247
11,451

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The following are the publications brought out by the Department of Atomic Energy:

1. *Ten Years of Atomic Energy in India (1954-1964).*
2. *Annual Report of the Department.*

DEPARTMENT OF COMMUNICATIONS

BOTH THE MAJOR services administered by this Department, *viz.*, posts and telegraphs, are century-old undertaking. These subjects were administered by separate sections under the control of the Public Branch of the Home Department till 1870 when they were transferred to the Public Works Department. In 1905, posts and telegraphs were brought under the control of the newly created Department of Commerce and Industries. They continued to be under the immediate charge of the separate Director-General till 1913, when the two Branches were combined and placed under the Directorate-General of Posts and Telegraphs. In 1921, the posts and telegraphs were again transferred from the Department of Commerce and Industry to the Department of Public Works. This arrangement however, lasted for only two years, and in 1923, the Directorate-General of Posts and Telegraphs was brought under the Department of Industries and Labour, which was formed on the recommendation of the Inchcape Committee, by the merging of the Public Works Department with the Department of Industries.

This position continued till November 1937, when the Department of Industries and Labour was bifurcated into the Department of Labour and the Department of Communications. The subjects posts and telegraphs alongwith civil aviation, meteorology, ports, broadcasting, inland water transport and roads were assigned to the Department of Communications. In May 1941, the Department of Communications also took over the work

of railway inspection from the Railway Board. In October 1941, broadcasting was transferred from the Department of Communications to the newly created Department of Information and Broadcasting. The Department of Communications was bifurcated in July 1942, resulting in the formation of the Department of Posts and Air, and the Department of War Transport. The Department of Posts and Air was made responsible for civil aviation, posts and telegraphs, meteorology, railway inspectorate, Central Roads Fund, etc. Roads Organisation remained under the Posts and Air Department till 1944, when it was transferred to the Department of War Transport. In 1946, the Department of Posts and Air was reorganised and redesignated as the Department of Communications. In January 1947, India's overseas tele-communications services were nationalised and placed under the Department of Communications. In August 1947, the Department of Communications was designated as the Ministry of Communications under the charge of a Cabinet Minister.

With a view to attaining self-sufficiency in regard to telephone equipment needs, a factory was established at Bangalore for this purpose in July 1948. The factory was converted into a Government Company in 1950 under the name Indian Telephone Industries (Private) Limited. In 1952, the Ministry took over the work relating to wireless planning and coordination, which was introduced as per the new international regulations in this regard.

In April 1957, the Ministry of Communications and the Ministry of Transport were amalgamated to form the Ministry of Transport and Communications which was organised in the Department of Transport and the Department of Communications and Civil Aviation. In 1959, the Posts and Telegraphs Board, responsible for the administration of posts and telegraph services, was reconstituted and vested with enhanced administrative and financial powers.

The organisation of the Ministry of Transport and Communications underwent a further change in September 1963, when a separate Department of Posts and Telegraphs was formed, to administer posts, telegraphs and overseas communications. The remaining subjects under the Department of Communications and Civil Aviation were combined with those under the Department of Transport and were placed under the new Ministry of Transport. In June 1964, the Department of Posts and Telegraphs was redesignated as the Department of Communications.

II. FUNCTIONS

The Department of communication has been allocated the following functions:

1. Implementation of treaties and agreements relating to matters dealt

- within the Department of Communications with other countries.
2. Execution of works and purchase of land debitable to the Capital Budget of Posts and Telegraphs.
 3. Posts and Telegraphs, including Telephones, Wireless and other like forms of communications, Post Office Savings Bank (Administration), Post Office Certificates (Administration) and Post Office Life Insurance Fund (Administration).
 4. Indian Telephone Industries, Bangalore and the Hindustan Teleprinters Limited, Madras.
 5. Offences against laws with respect to any of the matters in this list.
 6. Inquiries and statistics for the purpose of any of the matters in this list.
 7. Fees in respect of any of the matters in this list but not including fees taken in any court.

III ORGANISATION

The Department of Communications consists of a Secretariat, One Attached Office, two Subordinate Offices. In addition, there are two public undertakings under the administrative control of the Department.

The Department of Communications is under the charge of a Cabinet Minister, who is presently also the Minister of Information and Broadcasting. He is assisted by a Minister of State.

SECRETARIAT

Secretary	1
Wireless Adviser	1
Deputy Secretary	1
Deputy Wireless Adviser	1
Under Secretary	2
Assistant Wireless Adviser	4
Engineer	3
Hindi Officer	1
Section Officer	6

The Wireless Planning and Coordination Organisation under the charge of a Wireless Adviser, forms part of the Secretariat of the Department of Communications. The Organisation assists the Department in its task of frequency management and implementation of radio regulations.

The Secretariat of the Department of Communications is organised in a number of Sections. The detailed organisation is indicated in the chart placed on p. 420.

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graph TD
    MS[MINISTER] --- MOS[MINISTER OF STATE]
    MOS --- SEC[SECRETARY *]
    SEC --- WAD[WIRELESS ADVISER]
    SEC --- DYSEC[DY. SECY.]
    WAD --- DYWA1[DY. WA]
    WAD --- DYWA2[DY. WA]
    DYWA1 --- ASSTWA1[ASSTT W.A.]
    DYWA1 --- ASSTWA2[ASSTT W.A.]
    DYWA2 --- ASSTWA3[ASSTT W.A.]
    DYWA2 --- ASSTWA4[ASSTT W.A.]
    ASSTWA1 --- LIC[LICENSING & REGULATION]
    ASSTWA2 --- WPC[WIRELESS PLANNING & COORDINATION]
    ASSTWA3 --- WPC
    ASSTWA4 --- FREQ[FREQUENCY]
    DYSEC --- US1[U.S.]
    DYSEC --- US2[U.S.]
    US1 --- OC[OVERSEAS COMMUNICATION]
    US1 --- CP[COORDINATION & PLANNING]
    US2 --- OMV[O & M & VIGILANCE]
    US2 --- FACT[FACTORY]
    US2 --- HU[HINDI UNIT]
    US2 --- CR[CENTRAL REGISTRY]
    US2 --- CG[CASH & GENERAL]
    US2 --- ADM[ADMINISTRATION]

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* ALSO DIRECTOR-GENERAL, POSTS AND

TELEGRAPHS AND CHAIRMAN P & T BOARD

IV. ATTACHED OFFICE

Directorate-General of Posts and Telegraphs

The Directorate-General of Posts and Telegraphs is responsible for the administration of postal and telegraphic services in the country. In addition, it looks after certain agency functions, like the savings bank facilities, money-order service, issue and discharge of various Savings Certificates, postal insurance, collection of broadcasting receiver licence fees and anti-piracy work relating thereto, on behalf of other Departments of Government.

The administration of the Directorate-General of Posts and Telegraphs vests in Posts and Telegraphs Board which was reconstituted in December 1959, with enhanced administrative and financial powers. After further reconstitution in May 1966, the Board, now, consists of:

1. Chairman (Director-General).
2. Financial Adviser (Communications) — *Ex-officio* Senior Member, Finance.
3. Senior Member, Posts.
4. Senior Member, Tele-communications Operation.
5. Member, Banking and Insurance.
6. Member, Tele-communications Development.
7. Member, Administration.

The Chairman of the Board is the Secretary of the Board and Secretary of the Department of Communications, and also holds charge of the office of the Director-General, Posts and Telegraph. The Senior Member, Finance, is Additional Secretary to Government in the Ministry of Finance (Department of Expenditure) and the Senior Member (Posts) and the Senior Member (Tele-communications Operations) are *ex-officio* Additional Secretaries to Government in the Department of Communications (Posts and Telegraphs Board). The other three Members, namely, Member (Banking and Insurance), Member (Tele-communications Development) and Member (Administration) are *ex-officio* Joint Secretaries to Government in the Department of Communications (Posts and Telegraphs Board).

The Senior Member (Posts) is in-charge of all matters relating to the Postal & R.M.S. branches including Foreign Post, Mail Motor Service, etc. He is responsible for operational matters, rates and tariffs, as well as all staff and establishment matters and planning pertaining to the Postal and R.M.S. branches. The Senior Member (Tele-communications Operations) is in-charge of matters relating to traffic, rates and tariffs, maintenance, all staff and establishment matters pertaining to the Telegraphs, Telephones and Wireless branches. The Member (Banking and Insurance) is in-charge of agency functions of the Department such as Savings Bank, Savings

Certificates, Postal Life Insurance and Broadcast Receiver Licences. The Member (Tele-communications Development) is in-charge of Planning and Development on the Tele-communications side. The Member (Administration) is in-charge of general service matters like disciplinary cases, O. & M., publicity, petitions and welfare and staff and establishment matters of the Directorate. Senior Member (Finance) functions as the principal adviser on all financial matters.

The Board and the Director-General, Posts and Telegraphs, between them exercise all powers of the Department of Posts and Telegraphs in administrative matters, with the approval, where necessary, of the Minister. In financial matters, the Board exercises all the powers of the Department of Posts and Telegraphs. In respect of financial matters requiring the approval of the Ministry of Finance, the Member, Finance, normally deals with them on behalf of that Ministry.

The Chairman is authorised to appoint a Vice-Chairman, who presides at the meetings in the absence of the Chairman. The Chairman or Vice-Chairman and two members form a quorum, provided that in respect of matters involving a financial issue one of the two members must be the Member, Finance. The decision of the majority of the members is taken as the decision of the Board, a dissentient member or members having the right to record a separate note of dissent. In the case of equality of votes, the Chairman has a casting vote. If the Chairman is unable to agree with the decision of the majority of the Board in any particular case, he can suspend action until he has submitted the matter to the Minister for decision. When the question before the Board involves a financial issue, and the Member, Finance, dissents from the majority decision of the Board, he can ask for the matter to be placed before the Minister for orders. If the matter is covered by the financial powers of the Ministry, it is open to the Minister to over-rule the Member, Finance, but in other cases, the latter may ask that it be referred to the Minister of Finance.

The accounts of the Posts and Telegraphs Department are maintained on a commercial basis. Under the existing arrangement, which came in force from 1967-68, the Posts and Telegraphs Department pays to general revenues dividend at 4.75 per cent on the net capital advanced up to 1963-64. In computing this net capital, abatement is provided for the share of accumulated surpluses and further reduced by the balance in the Department's Renewals Fund till the end of 1963-64. Further dividend of 6.75 per cent is paid by the Department on the capital advanced during and after 1964-65, excluding the increase in the balance in the Renewals Reserve Fund. In case the Posts and Telegraphs Department is unable to pay the due-dividend, it is provided that the General Revenues will make an interest bearing advance to the Posts and Telegraphs Revenue Reserve Fund to cover the short-fall as well as to meet the deficit, if any, in the working results of the Department of Posts and Telegraphs.

The Department of Posts and Telegraphs functions through 15 territorial units—14 posts and telegraph circles and one postal circle for Delhi only. There are six telephone districts for the cities of Bangalore, Bombay, Calcutta, Delhi, Hyderabad and Madras, four tele-communication units for Bombay, Calcutta, Delhi and Madras regions, a tele-communication circle for Jammu & Kashmir, and a number of other administrative units on a functional basis.

V. SUBORDINATE OFFICES

1. *Monitoring Organisation, New Delhi*

The Monitoring Organisation, then named the Monitoring Bureau, was set up in 1953. It was placed under the Wireless Planning and Coordination Branch of the Department of Communications and Civil Aviation and was assigned the task of frequency management and implementation of radio regulations. The network of Monitoring Stations under the Organisation, at present, consists of nine stations: Delhi, Madras, Calcutta, Bombay, Nagpur, Srinagar, Shillong, Gorakhpur and Ajmer.

These Stations keep a check on the correct usage of wireless frequencies allocated to the various services. They provide facilities for the precision measurement of the technical characteristics of wireless transmissions. Further, these Stations collect and provide the required information regarding the occupancy of the radio frequency spectrum, vacant channels, technical characteristics of licensed wireless operations, etc., which are necessary to tackle complaints of interference to national and international wireless operations.

The Monitoring Organisation is headed by the Wireless Adviser.

2. *Directorate-General, Overseas Communications*

In October 1923, the India Radio & Telegraph Company Limited was formed to operate wireless services in India. The first wireless telegraph service was opened on July, 23, 1927. In 1932, the India Radio and Telegraph Co. Ltd. was amalgamated with the Cable and Wireless Co. Ltd., and was named as the India Radio & Cable Communications Co. Ltd. The overseas communications service was nationalised in January 1947, and came to be known as the Overseas Communications Service.

The Service is responsible for the working of telegraph services by cable and wireless radio telephone and radio photo services between India and foreign countries.

At the time of nationalisation of the service, India had direct wireless telegraph service to U.K., U.S.A., China and Australia. Since then, direct

wireless telegraph service has been open to Afghanistan, Burma, Czechoslovakia, Egypt, France, Indonesia, Iran, Iraq, Italy, Japan, Poland, Kuwait, Malaysia, Nigeria, Philippines, Romania, Switzerland, Thailand, U.S.S.R., North Vietnam, South Vietnam, West Germany and Yugoslavia. Until 1950 India had only one direct radio telephone service, viz., between Bombay and London, established in 1933. Since then twenty seven additional direct radio telephone services, seven direct radio photo services and seven direct telex services with different countries have been established.

The headquarters of the Overseas Communications Service is at Bombay. The Chief administrative and executive head of the Service is its Director-General, who is assisted by technical and secretariat staff. The Service has two main branches, viz., Traffic and Engineering. The Traffic Branch is under the control of a Deputy Director-General (Traffic), and the Engineering Branch under the control of a Chief Engineer, both with headquarters at Bombay.

The Overseas Communications Service has four gateway centres for handling international communications at Bombay, Calcutta, Madras and New Delhi. The Bombay centre has its transmitting station at Kirkee, receiving station at Dhond, and the central traffic office at Bombay. The Calcutta Centre has its transmitting station at Halishahar, receiving station at Hatikanda and the central traffic office in the city itself. The New Delhi Centre has its transmitting station at Kalkaji, receiving station at Chat-tarpur and the central traffic office at New Delhi. The Madras Centre, which was previously a cable station only, is now functioning as a Radio Centre also since March 1960, with its transmitting station at Korattur and receiving station at Padianellur.

VI. STATE UNDERTAKINGS

1. *Indian Telephone Industries Limited, Bangalore*

The Indian Telephone Industries Limited was originally set up as a departmental undertaking in July 1948, for the manufacture of automatic telephone and carrier equipment, with the collaboration of a foreign manufacturer. In February 1950 it was converted into a limited company.

The Company manufactures all types of telephone equipment and long distance carrier equipment. It is producing exchange equipment of both strowger and crossbar type.

The authorised capital of the Company is Rs. 5 crores, of which the paid-up capital was Rs. 4.7 crores as on March 31, 1968. In addition, the Company had received a loan of Rs. 1.4 crores till that date.

2. *Hindustan Teleprinters Limited, Madras*

The Hindustan Teleprinters Limited, was formed in December 1960, to set up a factory for the manufacture of teleprinters and ancillary equipment in collaboration with an Italian firm. Two more agreements were entered into with the Italian firm in September 1964 for the expansion of the plant.

The authorised capital of the Company is Rs. 3 crores and the paid-up capital as on March 31, 1968 was Rs. 82 lakhs. In addition, the Company has received loans amounting to Rs. 42.1 lakhs and Rs. 203.8 lakhs from the Government of India and the collaborators, respectively. The Company is managed by a Board of ten Directors, including the Managing Director.

VII. ADVISORY BODIES

1. *Regional Posts & Telegraphs Advisory Committees*

There is a Regional Posts and Telegraphs Advisory Committee in each postal circle, with the Head of the Circle as its *ex-officio* Chairman. These Committees include representatives of the State governments, Members of Parliament nominated by the Department of Communications, and the representatives of trade and commerce nominated by the State Government.

2. *Telephone Advisory Committees*

The Telephone Committees operate in important cities, with the General/District Manager or other officer in charge of the telephone Division as Chairman. The member of these Committees include Members of Parliament, Members of State Legislatures, representatives of the State Government, and representatives of trade and commerce. In places where the 'Own-Your-Telephone' Scheme is in operation representatives of the Press, and Medical Practitioners' Associations are also included in the Committee.

STRENGTH OF STAFF

Secretariat	163
P & T Directorate	4,98,067
Subordinate Offices	2,627

* * * *

Some of the important publications of the Department of Communications

are as follows:

1. *Annual Report of the Department of Communications.*
2. *Annual Report of the Posts and Telegraphs Department.*
3. *Story of Indian Telegraphs: A Century of progress (1953).*

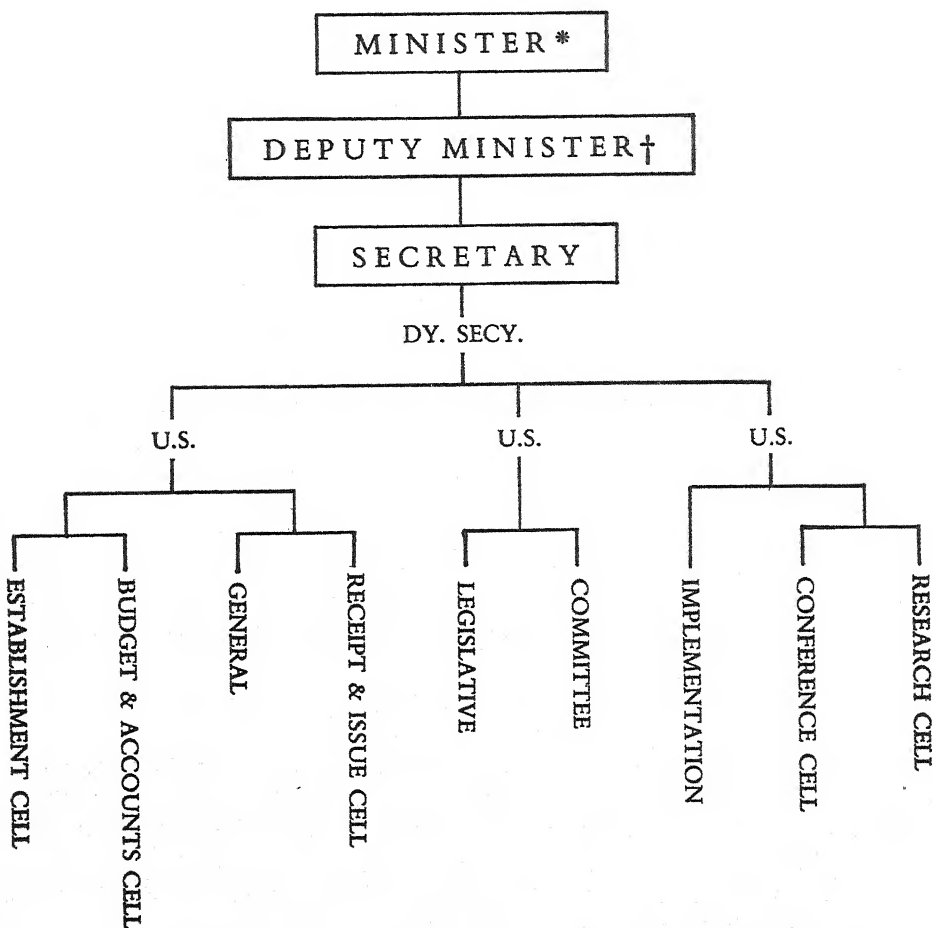
DEPARTMENT OF PARLIAMENTARY AFFAIRS

THE DEPARTMENT OF Parliamentary Affairs was set up on May 16, 1949 and it took over from the Ministry of Law the work connected with the functions of the Government Chief Whip and other Parliamentary affairs.

II. FUNCTIONS

1. Dates of summoning and prorogation of the two Houses of Parliament; dissolution of Lok Sabha, President's Address to Parliament.
2. Planning and coordination of legislative and other official business in both Houses.
3. Allocation of Government time in Parliament for discussion of motions given notice of by Members.
4. Liaison with Leaders of Groups and Deputy Chief whips.
5. Lists of Members for Select and Joint Committees on Bills.
6. Appointment of Members of Parliament on Committees and other bodies set up by Government.
7. Functioning of Informal Consultative Committees of Members of Parliament for various Ministries.
8. Implementation of assurances given by Ministers in Parliament.
9. Government's stand on Private Members' Bills and Resolutions.
10. Secretarial assistance to the Parliamentary and Legal Affairs Committee of the Cabinet.

DEPARTMENT OF PARLIAMENTARY AFFAIRS
AS ON 1-1-69



* ALSO MINISTER OF SHIPPING & TRANSPORT

† ALSO DEPUTY MINISTER OF SHIPPING & TRANSPORT

11. Salaries and Allowances of Members of Parliament Act.
12. Salaries and Allowances of the Officers of Parliament Act.
13. Advice to Ministries on procedural and other Parliamentary matters.
14. Coordination of action by Ministries on the recommendations of general application made by Parliamentary Committees.

15. Officially sponsored visits of Members of Parliament to places of interest.
16. Matters connected with powers, privileges and immunities of Members of Parliament.

III. ORGANISATION

The Department of Parliamentary Affairs consists of a secretariat only. There is no Attached or Subordinate Office under the control of this Department.

The Department is in the charge of a Minister of Parliamentary Affairs (Minister of state rank), who is also presently, the Minister of Shipping and Transport. He is assisted by four Government Deputy Chief Whips. These whips have been given the status equivalent of a Deputy Minister since 1968. One Government Deputy Chief Whip is in-charge of the informal consultative committees, two function in the Lok Sabha and one in the Rajya Sabha.

SECRETARIAT

Secretary	1
Deputy Secretary	1
Under Secretaries	3
Section Officers	6

The Secretariat is organised in six sections, *viz.*, Legislative, General Administration, Research & Conference, Implementation and Committee.

The detailed organisation of the Department of Parliamentary Affairs is indicated in the chart of p. 428.

Strength of Staff

83

DEPARTMENT OF SOCIAL WELFARE

A SEPARATE Department to look after subjects connected with social security was set up in June 1964. The new Department of Social Security took over items of work relating to social security from the Ministries of Industries, Home Affairs, Labour and Employment, and Education. In January 1966, the following subjects under the Department of Social Security were transferred to other Ministries:

1. 'Village industries' to the Ministry of Commerce.
2. 'Bal Bhavan & Children's Museum' to the Ministry of Education.
3. 'Unemployment insurance, employees' insurance and provident fund' to the Ministry of Labour, Employment and Rehabilitation.

Following the transfer of these subjects, the Department of Social Security was redesignated as the Department of Social Welfare.

In 1967, the Department of Social Welfare took over the subjects 'prohibition' from the Ministry of Home Affairs, 'post-matric scholarships for Scheduled Castes and Scheduled Tribes' from the Ministry of Education and 'public cooperation' from the Planning Commission.

II. FUNCTIONS

The Department of Social Welfare has been allocated the following subjects:

1. Social welfare.
2. Child welfare and coordination of activities of other Ministries and Organisations in connection with this subject.
3. Orphans and orphanages.
4. Beggary, Juvenile vagrancy, juvenile delinquency and other 'CARE' programmes.
5. United Nations International Children's Emergency Fund (UNICEF).
6. Education of the handicapped.
7. Social and moral hygiene programmes so far as they relate to women in moral danger, that is to say, rescue homes and reception centres, including aftercare programmes, the administration of the Suppression of Immoral Traffic in Women and Girls Act, 1956, and the establishment and maintenance of protective homes.
8. Scheduled Castes, Scheduled Tribes, ex-criminal Tribes and other Backward Classes.
9. (i) Appointment, resignation, etc., of Special Officer for Scheduled Castes and Scheduled Tribes, etc.; and
(ii) Reports of the Special Officer.
10. (i) Commission to report on the administration of Scheduled Areas and the welfare of Scheduled Tribes; and
(ii) Issue of directions regarding the drawing up and execution of schemes essential for the welfare of the Scheduled Tribes in the States.
11. Reports of the Commission to investigate into conditions of Backward Classes.
12. Prohibition.
13. Public Cooperation in Plan programmes.
14. Social security measures.
15. Central Social Welfare Board.
16. All Attached or Subordinate Offices or other organisations concerned with any of the subjects specified in this list.

III. ORGANISATION

The Department of Social Welfare consists of a Secretariat and 17 Subordinate Offices (including 5 regional centres for pre-vocational training and 5 zonal offices of the Backward Class Welfare Directorate). The Secretariat of the Department of Social Welfare is organised in two Wings. The first wing under the Director-General of Backward Classes is responsible for functions relating to the welfare of Scheduled Castes and Scheduled Tribes. The Developmental functions which were earlier the responsibility of the Office of the Commissioner for Scheduled Castes and Scheduled Tribes, are now under the charge of the Director-General of

Backward Classes. The Commissioner for Scheduled Castes and Scheduled Tribes is now concerned with only those duties which have been defined in the Constitution of India. The 17 field offices under the Commissioner for Scheduled Castes and Scheduled Tribes have now come under the Director-General of Backward Classes and these Offices have been grouped into five zonal offices. The second wing named 'General Social Welfare Wing' is responsible for all other functions under the Department. This wing is headed by the Commissioner of Social Welfare.

The Department of Social Welfare is in the charge of a Minister of Cabinet rank, who is presently also the Minister of Law. He is assisted by a Minister of State and one Deputy Minister.

SECRETARIAT

Director General, Backward Classes Welfare and <i>ex-officio</i> Joint Secretary	1
Commissioner, Social Welfare and <i>ex-officio</i> Joint Secretary	1
Adviser (Social Welfare)	2
Deputy Secretary	2
Under Secretary	5
Planning and Technical Officer	1
Education Officer	2
Inspecting Officer	2
Section Officer	15

The detailed organisation of the Department of Social Welfare is indicated in the chart on p. 433.

IV. SUBORDINATE OFFICES

1. *Central Bureau of Correctional Services, New Delhi*

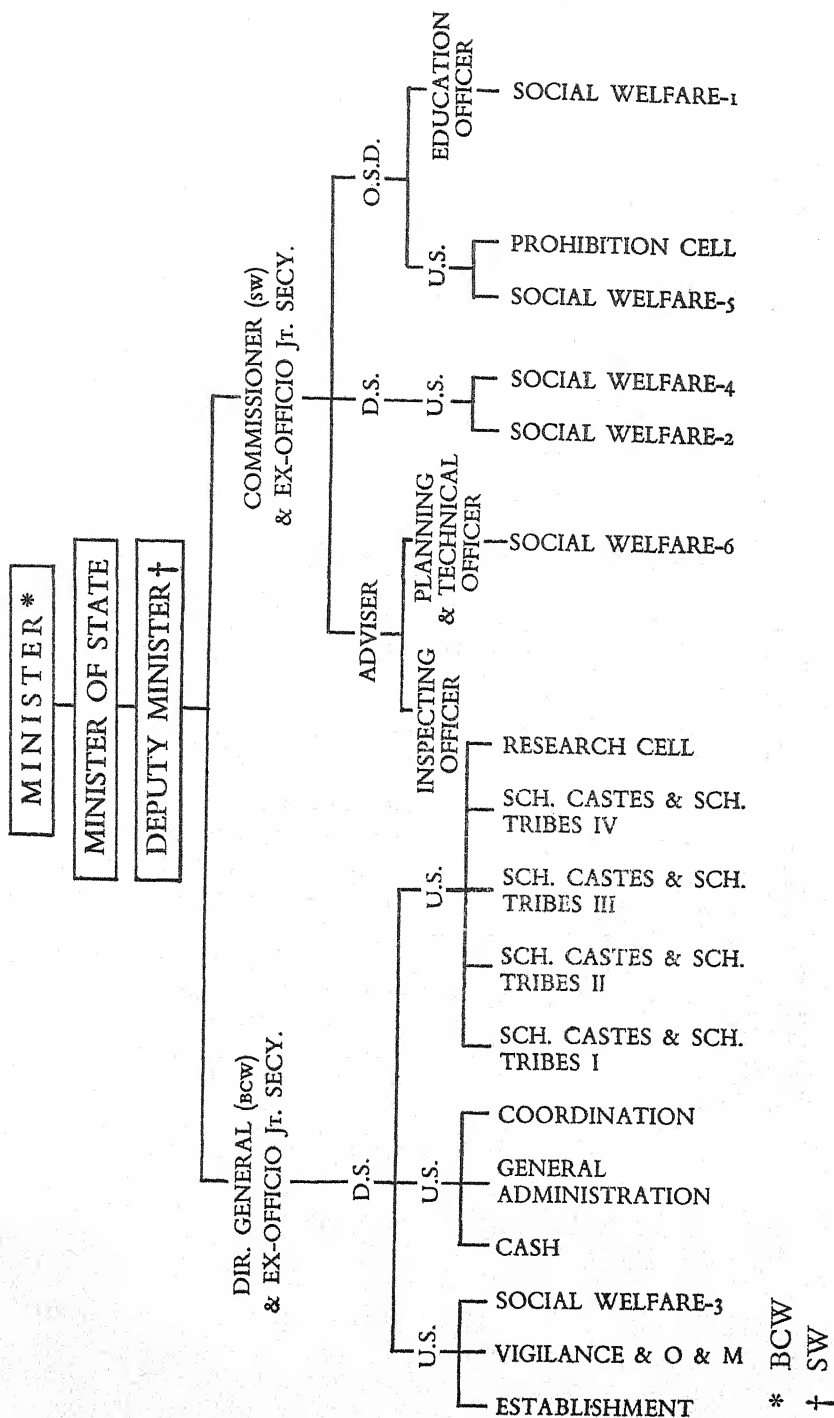
The Central Bureau of Correctional Services was set up in August 1961, to standardise the collection, on a national basis, of statistics relating to crime, jails, probation and other correctional work in the different States in India. It also coordinates the work of prevention of crime and treatment of offenders. The Bureau is headed by a Director.

2. *Model School for Blind Children, Dehra Dun*

The Model School for Blind Children provides education facilities for blind children on modern techniques. In accordance with a phased programme, children can get education up to high school.

DEPARTMENT OF SOCIAL WELFARE

AS ON 1-1-1968



* BCW

† SW

3. *Training Centre for the Adult Deaf, Hyderabad*

The Training Centre for the Adult Deaf was established in 1962, for imparting training in engineering and non-engineering occupations to deaf students between 16 and 25 years of age. The annual intake at the Centre is 60 trainees.

4. *Training Centre for Adult Blind, Dehra Dun*

The Training Centre for Adult Blind was formerly known as St. Dunstan's Hostel, an institution for the war blinded. It now provides vocational training to blind adults in engineering and non-engineering occupations. It is headed by a Superintendent, who is assisted by other staff.

5. *Central Braille Press, Dehra Dun*

The Central Braille Press is responsible for producing suitable literature for the blind in Indian languages in 'Braille' types. It has brought out several publications in Hindi and other regional languages.

6. *Social Welfare and Rehabilitation Directorate*

The Social Welfare and Rehabilitation Directorate was formed under the scheme to rehabilitate displaced persons from Pakistan. The Directorate runs 18 training-cum-production centres located in different parts of Delhi and New Delhi. These Centres provide training in handicrafts, tailoring, embroidery, knitting, weaving, etc., and provide work to poor women, runs a refugee handicrafts shop and the Kasturba Niketan Home for displaced, unattached women and children. The Directorate also administers the training-cum-production centre at Hastinapur, U.P., on behalf of Department of Rehabilitation to benefit displaced persons from East Pakistan.

V. AUTONOMOUS ORGANISATIONS

1. *Central Social Welfare Board,
New Delhi*

The Central Social Welfare Board was set up in August 1953, as an autonomous body comprised of a fulltime Chairman and twenty nine members, including 17 persons representing all the States and 3 representing union territories, two members from Lok Sabha nominated by the Speaker, one from Rajya Sabha nominated by the Chairman, three experts

in the field of social welfare and representatives from the Ministry of Finance, Department of Health, Department of Social welfare, Department of Community Development and the Planning Commission.

The main objectives of the Board are:

- (i) To survey the needs, assist the evaluation of the programmes of social welfare organisations.
- (ii) To coordinate the assistance extended to welfare agencies by the various Ministries/Departments of the Government of India.
- (iii) To promote the setting up of social welfare institutions in places where they do not exist.
- (iv) To give grants-in-aid to voluntary institutions providing welfare service to women, children, delinquents, the handicapped, the aged and the infirm, and other needy groups.
- (v) To subsidise hostels for working women and the blind, etc.

Social Welfare Advisory Boards have been set up in all States/Union Territories except Laccadive, Amindivi and Minicoy Islands to supervise, guide and advise the voluntary organisations in the welfare programmes in their areas, and to assist and advise the Central Social Welfare Board, and to act as a medium for exchange of information. The expenses of the Board are met from the grants received from the Government of India.

2. *Central Institute of Research and Training in Public Cooperation,
New Delhi*

The Central Institute of Research and Training in Public Cooperation was established in February 1966 as a registered society, to promote voluntary action, step up people's participation in plan programmes, study the activities of voluntary agencies, conduct research into the problems of voluntary organisations, train workers for voluntary action and evaluate the programmes when required by the Government or by other concerned agencies.

The Institute's financial requirements are met from the grant received from the Government. The Institute is headed by a Director.

VI. ADVISORY BODIES

1. *Central Advisory Board for Tribal Welfare*

The Central Advisory Board for Tribal Welfare was constituted in 1956, to associate Members of Parliament and other public workers, interested in the welfare of Scheduled Tribes, with matters pertaining to the development of tribal areas and the well-being of tribal people.

The Board consists of 24 Members, including 15 Members of Parliament. The members of the Board are nominated for one year. The Minister of State for Social Welfare is the Chairman of the Board. In his absence, the Deputy Minister of Social Welfare presides over the Board.

The Board advises the Government on matters relating to the development of tribal areas and the welfare of tribal people, and this includes the following:

- (a) assessment of the requirements of tribal people in the Scheduled and other tribal areas;
- (b) formulation of welfare schemes for those areas; and
- (c) Review, from time to time, of the working of sanctioned schemes, and appraisal and evaluation of the benefits derived therefrom, with a view to suggesting improvements or changes in the schemes, where necessary.

2. *Central Advisory Board for Harijan Welfare*

The Central Advisory Board of Harijan Welfare was constituted in 1956, in order to associate Members of Parliament and other public workers, interested in the welfare of Harijans with matters pertaining to the advancement of Harijans.

The Board consists of 30 Members, including Members of Parliament, of whom 20 are to be persons belonging to Harijans. All the members of the Board are nominated for one year. The Minister of State for Social Welfare is the Chairman of the Board. In his absence, the Deputy Minister of Social Security presides over the meetings of the Board.

The Board advises the Government on matters pertaining to Harijan welfare, including the following:

- (a) assessment of the requirements of Harijans, formulation of welfare schemes for them; and
- (b) review from time to time, the working of sanctioned schemes and appraisal and evaluation of the benefits derived therefrom, with a view to suggesting improvements or changes in the schemes, where necessary.

STRENGTH OF STAFF

Secretariat
Subordinate Offices

205
977

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Some of the important publications brought out by the Department of Social Welfare are as follows:

1. *Social Welfare* (Monthly).
2. *Annual Report of the Department of Social Welfare.*
3. *Annual Report of the Central Social Welfare Board.*
4. *Annual Report of the Commissioner for Scheduled Castes and Scheduled Tribes.*
5. *Report of the Prohibition Enquiry Committee (1955).*
6. *Report of the Backward Classes Commission (1955).*
7. *Social Legislation: Its Role in Social Welfare (1956).*
8. *Report of the Study Team on Social Welfare and Welfare of Backward Classes (1959).*
9. *The Adivasis (1960).*
10. *Report of the Scheduled Areas and Scheduled Tribes Commission (1961).*
11. *Statistical Report on Remand Observation House. (1964)*
12. *Statistical Report on Protective Houses and District Shelters in India (1964).*
13. *Statistical Report on Borstal Schools in India (1965).*
14. *Social Welfare in India (1966).*

CABINET SECRETARIAT

BEFORE THE adoption of the portfolio system in the Government of India, all governmental business was disposed of by the Governor-General-in-Council, the Council functioning as a joint consultative board. As the amount and complexity of business of the Government increased, the work of the various Departments was distributed amongst the members of the Council, only the more important cases being dealt with by the Governor-General or the Council collectively. This procedure was legalised by the Councils Act of 1861 during the time of Lord Canning, leading to the introduction of the portfolio system and the inception of the Executive Council of the Governor-General.

The Secretariat of the Executive Council was headed by the Private Secretary to the Viceroy, but he did not attend the Council meetings. Lord Willingdon first started the practice of having his Private Secretary by his side at these meetings. Later, this practice continued and in November 1935, the Viceroy's Private Secretary was given the additional designation of Secretary to the Executive Council.

The constitution of the Interim Government in September 1946 brought a change in the name, though little in functions, of this Office. The Executive Council's Secretariat was then designated as the Cabinet Secretariat. It seems, however, at least in retrospect, that Independence brought a sort of change in the functions of the Cabinet Secretariat. It no longer remained concerned with only the passive work of circulating papers to

Ministers and Ministries but developed into an organisation for effecting coordination between the Ministries.

In 1957, a significant addition to the scope of the Cabinet Secretariat's functions took place with the constitution of a Defence Committee of the Cabinet. A separate wing called the Military Wing was established in the Cabinet Secretariat, for providing secretarial assistance to this Committee. The Officers for this Wing are drawn from the Defence Services.

An Economic Committee of the Cabinet was set up in February 1949, with a view to speedily considering the proposals in the economic field. The Secretariat of this Committee was located in the Ministry of Finance till June 1950, when it was made a part of the Cabinet Secretariat and was designated as the Economic Wing. Later, to ensure better coordination and to avoid unnecessary duplication in the secretariat functions, this Wing was merged with the main Secretariat in October 1955.

In 1954, the Organisation and Methods Division was established and placed under the Cabinet Secretariat. In April 1961, the Department of Statistics was created as a part of the Cabinet Secretariat. A new Department of Special Economic Coordination was set up in the Cabinet Secretariat in June 1962, but it was, subsequently, transferred to the newly created Ministry of Economic and Defence Coordination in November 1962. In May 1964, the O & M Division was transferred from the Cabinet Secretariat to the Ministry of Home Affairs.

In July 1965, the Intelligence Wing was set up as a part of the Cabinet Secretariat, to provide secretarial assistance to the Joint Intelligence Committee. In January 1966, the Bureau of Public Enterprises was transferred from the Ministry of Finance to the Cabinet Secretariat. It was, however, retransferred to the Ministry of Finance in June 1966.

II. FUNCTIONS

The Cabinet Secretariat is responsible for secretariat work connected with the meetings of the Cabinet, making and maintaining records of the discussions and decisions of the Cabinet, and its standing committees, *viz.*, the Defence Committee; the Internal Affairs Committee; the Prices, Production and Exports Committee; the Family Planning Committee; the Food and Agriculture Committee; the Foreign Affairs Committee; the Tourism and Transport Committee; the Parliamentary Affairs Committee; and the Appointments Committee of the Cabinet. It also provides secretarial assistance to the various defence committees, Joint Intelligence Committee, standing committees of Secretaries and *ad hoc* committees appointed by the Cabinet or its committees.

It is responsible for securing coordination as well as timely and effective action by all Ministries/Departments in matters in which the Cabinet as a whole, or the Prime Minister, is interested. The Cabinet Secretariat

keeps the President, the Vice-President and all the Ministers in touch with the major activities of all the Ministries by means of monthly summaries and brief notes on important matters, as and when they arise. It also deals with the allocation of business to various Ministries and Departments.

The Department of Statistics under the Cabinet Secretariat is responsible for the work relating to the setting up of standards, norms and methods of collection of statistics. It also administers the Central Statistical Organisation, Directorate of National Sample Survey, and the Computer Centre.

III ORGANISATION

The Cabinet Secretariat is under the direct charge of the Prime Minister. The administrative head of the Secretariat is the Cabinet Secretary, who is also the *ex-officio* Chairman of the Central Establishment Board. The Cabinet Secretariat is organised in two Departments, *viz.*, the Department of Cabinet Affairs, and the Department of Statistics, which are described below:

A. *Department of Cabinet Affairs*

The Department of Cabinet Affairs is organised in three wings, *viz.*, the Civil Wing, the Military Wing and the Intelligence Wing. The main Civil Wing of the Department provides secretarial machinery for the transaction of the entire business of the Cabinet and its various committees and committees of Secretaries. In addition, the Civil Wing deals with the Rules of Business of the Government of India.

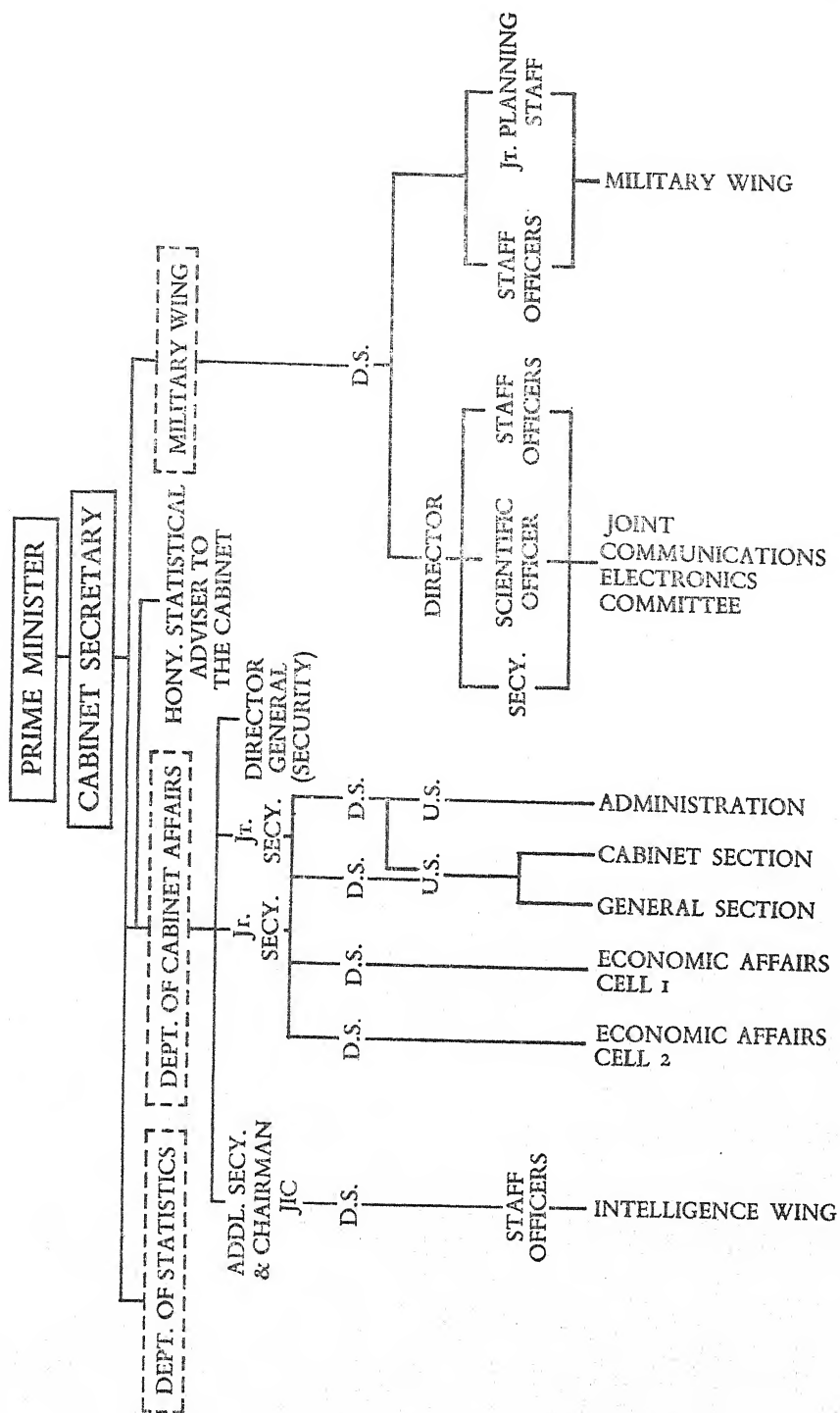
The Military Wing is responsible for all secretariat work connected with the meetings of the National Defence Council, Military Affairs Committee, the Defence Minister's (Inter-Services) Committee, the Defence Minister's (Army/Navy/Air Force) Committees, the Defence Minister's (Production) Committee, the Defence Minister's Appellate Committee on Pensions, the Principal Personnel Officer's Committee, the Principal Supply Officer's Committee, Chiefs of Staff Committee and its various sub-committees, like the Joint Planning Committee, Joint Training Committee, Joint Communications and Electronics Committee, Joint Administrative Planning Committee, and Inter-Service Equipment Policy Committee. This Wing is also concerned with the revision of Union War Book.

The Intelligence wing deals with matters relating to the Joint Intelligence Committee of the Cabinet.

SECRETARIAT

- (i) *Civil Wing:*
Secretary

AS ON I-I-1968



Additional Secretary and Chairman	1
Joint Intelligence Committee	
Director General (Security)	1
Joint Secretary	2
Deputy Secretary	4
Under Secretary	2
Section Officer	8

(ii) *Military Wing:*

Deputy Secretary (Military)	1
(Brigadier & equivalent rank)	
Director, J.C.E. Staff	1
(Colonel & equivalent rank)	
Staff Officer (GSO I)	9
(Lt. Col. & equivalent rank)	9
Scientific Officer (Signals)	1
Staff Officer	7
(Major and equivalent rank)	

(iii) *Intelligence Wing:*

Deputy Secretary (Intelligence)	1
(Brigadier and equivalent rank)	
Staff Officer	3
(Lt. Col. & equivalent rank)	

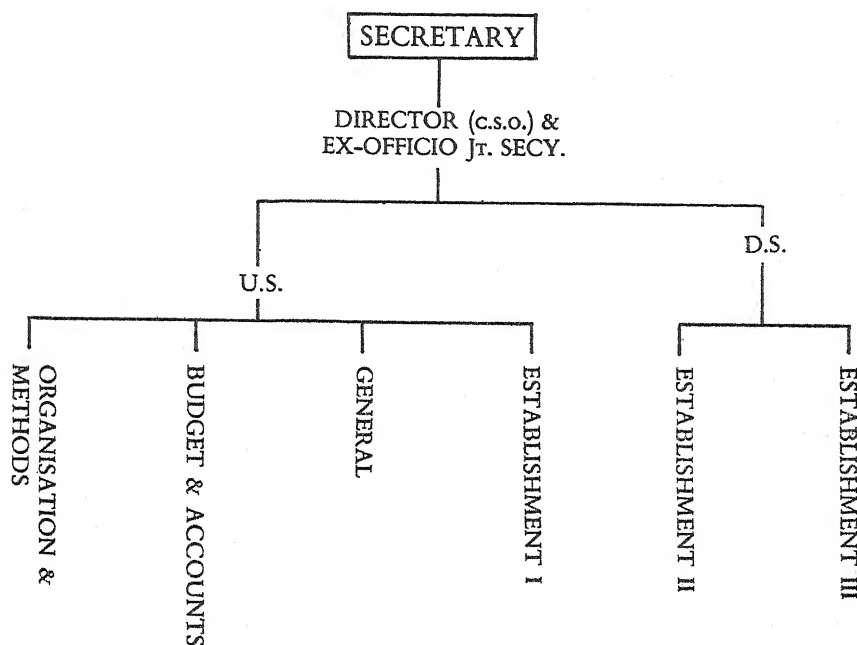
B. *Department of Statistics*

The Department of statistics has under it two Attached Offices, *viz.*, the Central Statistical Organisation and the Computer Centre and one Sub-ordinate Office, *viz.*, the Directorate of National Sample Survey. The Department also administers financial grant to the Indian Statistical Institute, Calcutta, which was declared to be an institution of national importance from April 1, 1960, under the Indian Statistical Institute Act of 1959.

SECRETARIAT

Secretary	1
Director, Central Statistical Organisational and	
<i>ex-officio</i> Joint Secretary	1
Deputy Secretary	1
Under Secretary	1
Section Officers	6

DEPARTMENT OF STATISTICS (CABINET SECRETARIAT)
AS ON 1-1-68



C.S.O. - CENTRAL STATISTICAL ORGANISATION

IV ATTACHED OFFICES

1. Central Statistical Organisation, New Delhi

The Central Statistical Organisation was set up in May 1957, to take up the following functions:

- (i) Statistical work relating to planning, agriculture and sampling;
- (ii) National income estimation;
- (iii) Training of statistical personnel;
- (iv) Coordination of statistical work in the States and Union Territories;
- (v) Collection of statistics of labour, employment, population and shipping as also industrial and social statistics;
- (vi) Statistical publication and graphical presentation of statistical information;

- (vii) Supply of data, etc., to the United Nations Statistical Office and other international agencies and non-official bodies in India and abroad; and
- (viii) Coordination of statistical work and advice to Central Ministries and other Government agencies.

The Central Statistical Organisation is functioning as a composite office with Department of Statistics having a common administrative set-up. The Organisation is headed by a Director, who is *ex-officio* Joint Secretary, Department of Statistics. It is organised in twelve divisions, *viz.*, the Statistical Intelligence Division, Planning and State Statistics Division, Population Division, Prices and Cost of Living Statistics Division, Methodology Division, Industry and Trade Division, Manpower Research Division, Training Division including Library, National Sample Survey Division, National Income Division, Income Distribution Committee Division and the Industrial Statistics Division.

2. *Computer Centre, New Delhi*

The Computer Centre was set up in November 1966, to meet the data processing requirements of the Government organisations, including public sector undertakings located in and around Delhi. The Computer Centre operates as an 'open shop'. The participating organisations make their own arrangements regarding programming, preparation and transfer of data to punch cards. The detailed functions of the Centre are as under:

- (i) To advise the participating offices on the choice of jobs, system design, programming and preparation of data;
- (ii) To train Programmers and Maintenance Engineers in the Honeywell system—Model 400;
- (iii) To provide initial data processing support to such participating offices which do not possess adequate arrangements for this purpose;
- (iv) To allot computer time to various jobs and set inter-se priorities among them;
- (v) To secure full and optimum utilisation of the computer resources at the Centre; and
- (vi) To advise on business machines and mechanisation of data processing.

V SUBORDINATE OFFICE

1. *Directorate of National Sample Survey, New Delhi*

The Directorate of National Sample Survey was set up in 1950, to

collect reliable statistical data on random sampling basis for filling up gaps in available statistical information required by the Government for planning and other purposes. The main activities of the Directorate are as follows:

- (i) Sample Survey for the collection of data on socio-economic conditions of the population, production in the small-scale household enterprise, consumption and agricultural statistics;
- (ii) Sample surveys in the organised industrial sector; and
- (iii) Technical guidance to States for and coordinating the results of, surveys in the agricultural sector conducted by the State Governments through their staff of Revenue and Agriculture Departments.

While the work of designing, planning of surveys, preparation of schedules and instructions for the use of staff as also analysis, tabulation of data, and preparation of reports is primarily the concern of the Indian Statistical Institute, the task of organising the field work and that of coordination with different Ministries of the Government of India and State Governments form the responsibility of this Directorate.

The Directorate is headed by a Chief Director (who is also Director of Field Operation). For carrying out the field work, the country is divided into a number of Ranges. These Ranges are further divided into Blocks.

STRENGTH OF STAFF

Department of Cabinet Affairs	223
Department of Statistics including the Central Statistical Organisation	493
Computer Centre	62
Directorate of National Sample Survey	1,955

PLANNING COMMISSION

THE IDEA OF planning for the economic development of the country was first mooted in India at an unofficial level by the Indian National Congress. In 1938, the Congress constituted a National Planning Committee to go into the details of planned economic development of the country and to recommend concrete proposals in this regard. The Committee appointed several sub-committees. Ten interim and 16 final reports were submitted by these sub-committees before the beginning of World War II, which prevented anything further being done in the matter.

In January 1941, the Government of India constituted a number of committees to suggest on the development of the country's resources in furtherance of War efforts and also to meet the shortage of civilian goods. A separate Department of Planning and Development was created in 1944, to deal with matters relating to post-war economic reconstruction. It prepared, in collaboration with the Provincial Governments, a number of schemes for development to be undertaken immediately after the War. After the War, the Central and Provincial Governments had introduced various schemes of development but not much could be achieved due to lack of coordination, authentic statistical data, information regarding availability of resources, etc.

Towards the end of 1946, the Interim National Government, which had assumed power earlier in the same year, appointed a high-powered Advisory Board on Planning, to examine and review the major problems of post-

war economic reconstruction. After examining various processes of planning, with special reference to under-developed countries, the Board recommended for the establishment of a planning commission, to devote itself continuously to the entire field of economic reconstruction of India.

After the attainment of Independence in August 1947, serious attention was paid by the Government of India to economic planning. The Industrial Policy Resolution, formulated by the Government in April 1948, set forth the respective roles of the state and of private sectors, envisaged the establishment of a national planning body to prepare programmes of development and to secure their execution. The Planning Commission as envisaged by the Industrial Policy Resolution was set up in March 1950 by the Government of India. The Planning Commission was required to perform its functions, keeping in view the Fundamental Rights guaranteed by the Constitution of India and the Directive Principles of State Policy enunciated in the Constitution as also "the declared objective of the Government to promote a rapid rise in the standard of living of the people by efficient exploitation of the resources of the country, increasing production, and offering opportunities to all for employment in the service of the community". The central objective, thus, was to raise living standards, open out for the people new opportunities for a rich and more varied life and increasing the per capita income.

In January 1950, the meeting of the Commonwealth Foreign Ministers held at Colombo agreed upon the vital importance of economic development of South and South-East Asian countries, for the maintenance of political stability in that area and for the growth of an expanding world economy based upon multi-lateral trade. The meeting set up the Commonwealth Consultative Committee on South and South-East Asia, and at the Committee's first meeting in Sydney in May 1950, the Governments of the Commonwealth countries in the area agreed to draw up practical plans of development for a six-year period to be operative from the middle of 1951. The Planning Commission was consequently called upon in July 1950, to prepare, at a short notice, a six year plan of economic development for the country. The task was completed by the end of August and it was later incorporated in the Colombo Plan.

In July, 1951, the Planning Commission issued a draft outline of the first five year Plan covering the period from April 1951 to March 1956. The final version of the first Plan was submitted to Parliament in December 1952. The second five year Plan, covering the period from April 1956 to March 1961, was submitted to Parliament in May 1956.

The Community Projects Administration, which was set up under the Planning Commission in October 1952, to administer the Community Development programme was separated from the Planning Commission in September 1956 and made an independent Ministry of Community Development.

In June 1960, the Planning Commission issued a draft outline of the third five year Plan covering the period from April 1961 to March 1966. It was approved by the Parliament in August 1961. The draft fourth five year Plan for the period April 1966 to March 1971 was prepared in 1964. But due to serious set back to the economy of the country in 1965-66 and 1966-67 for various reasons as also due to the uncertainty about the resources, the finalisation and implementation of the fourth Plan was postponed for three years. The revised fourth five year Plan came into operation from April 1969.

The Planning Commission in the initial years of its inception concentrated mainly on plan formulation. It was composed of only full-time members. The Prime Minister as Chairman of the Commission provided the needed close relationship with the Central Government. But over the years, the Commission got involved in a number of administrative matters and also gathered to itself certain functions of a purely executive nature. The composition of the Commission also underwent a substantial change and a number of Union Ministers were appointed as part-time members of the Commission.

In April 1967, the Administrative Reforms Commission recommended that the Planning Commission should work only as an expert advisory body, freed completely of functions which are executive in character. It also suggested that no Minister should be made a part-time Member of the Commission. It was also recommended that the Commission should submit an annual report to the Government on Plan performance which should be placed before Parliament. The Planning Commission was re-constituted in August 1967, on the lines suggested by the Administrative Reforms Commission, except that the Prime Minister continued to be the Chairman of the Commission and the Union Finance Minister its part-time member. No other Central Minister is formally associated with the Commission, as its member.

II FUNCTIONS

The Planning Commission is allocated the following function:

- (i) Assessment of the material, capital and human resources of the country, including technical personnel, and formulation of proposals for augmenting such of these resources as are found to be deficient.
- (ii) Formulation of Plans for the most effective and balanced utilisation of the country's resources.
- (iii) Definition of stages in which the Plan should be carried out on a determination of priorities and allocation of resources for completion of each stage.
- (iv) Determination of the nature of the machinery necessary for the

implementation of the Plan in all its aspects.

- (v) Appraisal from time to time of the progress achieved in the execution of each stage of the Plan.
- (vi) Public cooperation in national development.
- (vii) Perspective planning.

NOTE: The Planning Commission will be concerned broadly with technical questions relating to planning and the planning organisation itself. The policy and details of specific schemes included in the Plan are matters to be dealt with by the Central Administrative Ministries and State Governments.

III ORGANISATION

The Planning Commission, since its reorganisation in August 1967, works as a staff agency advising the Government of India in matters pertaining to planning and development. All the members of the Commission work as a body but for convenience they also hold charge of one or more subjects.

The Commission, at present, consists of 7 members, including a chairman and one part-time member. The Prime Minister is the Chairman of the Commission and the Union Finance Minister its only part-time member. Of the five full-time members, the Deputy Chairman is responsible for plan coordination, plan evaluation, administration and servicing, and subjects under the 'economic group'. The other four full-time members of the Planning Commission are in-charge of one each of the four following groups:

- (1) Industry, Labour, Transport and Power Group.
- (2) Agriculture and Rural Development Group.
- (3) Perspective Planning Group.
- (4) Education, Scientific Research and Social Services Group.

The Planning Commission deals only with plan formulation and its evaluation and the execution and other administrative aspects of plan projects is the responsibility of the Central and State Governments. As such, the Commission has to maintain close contacts with them. The liaison with the Central Government is maintained through: (i) the inclusion of the Prime Minister as Chairman and the Finance Minister as member of the Commission; (ii) the participation by the concerned members of the Planning Commission in the Cabinet meeting as and when necessary; (iii) the reference of important economic issues by the Union Ministries to the Planning Commission; and (iv) formation of committees and study groups by the Planning Commission where Ministries of the Government of India are also represented.

Coordination with the States is maintained through the State Departments of Planning and Development and the National Development Council. The National Development Council, which is a high level policy coordinating body, has the Prime Minister as Chairman and the Chief Ministers of all States and Members of the Planning Commission as members. The Secretary of the Planning Commission acts as the Secretary of the Council. The meetings of the National Development Council are held at least twice a year; its standing committee meets frequently. This Council has been evolved as an administrative agency to achieve the fullest co-operation and coordination in planning between the Central and State Governments and to ensure uniformity of approach and unanimity in the working of the National Plan. The following are the main functions of the council:

- (i) To prescribe guidelines for the formulation of national Plan, including the assessment of resources for the Plan;
- (ii) To consider the national Plan as formulated by the Planning Commission;
- (iii) To consider important questions of social and economic policy affecting national development; and
- (iv) To review the working of the Plan from time to time and recommend such measures as are necessary for achieving the aims and targets set out in the national Plan.

Liaison with the States in the field of planning is also maintained through the Programme Advisers appointed by the Planning Commission. The Programme Advisers assist the Commission in making an assesment of the implementation of various development programmes and advise it on the proposals put up by different State Governments. These Programme Advisers, who number 14, study at first hand the working of the various development schemes, giving greater attention to the more important projects and the projects in which the Central Government provides specific assistance, financial or otherwise. Of those Programme Advisers, three are for Programme Administration, one each for Resources, Industry and Minerals, Constructions, Financial, Education, Labour and Employment and Social Planning, Plan Information, Agriculture, State Plans, Perspective Planning, and Irrigation & Power.

The secretariat work of the Planning Commission is carried out in the Administration and General Division, which consists of the General Branch, Administration Branch, Accounts Branch, Coordination Branch, O & M and Work Study Section and the Vigilance Section.

The plan evaluation work is carried out in the Programme Evaluation Organisation. The Organisation is administratively under the Planning Commission but in all technical matters it is guided by the Programme

Evaluation Board. The Programme Evaluation Organisation is headed by a Chief Director.

The main functions of the Planning Commission are carried out in a number of technical Divisions. These Divisions scrutinise and analyse various schemes and projects to be incorporated in the Plan, conduct technical studies and research on plan projects and programmes, prepare study material and reports on the Plan and follow up the progress of the plan projects.

The Technical Divisions of the Planning Commission are generally headed by subject-specialists, designated as Chief (Director, where a less senior officer is head of the Division). Each Division is staffed by both senior and junior research staff. The smaller ones among the Divisions are called Sections.

A brief description of the Technical Divisions is given below:

(1) *Economic, Finance and Resources Division*

The activities of the Economic, Finance and Resources Division can be grouped into two main categories:

- (a) Overall aspects of planning; and
- (b) Assessment of resources.

In regard to overall aspects of planning, the Division examines such issues as are connected with size of the Plan, objectives and priorities and broad economic policy to be pursued for achieving the objectives of the Plan. In regard to resources, the main function of the Division is to work out an assessment of financial resources, domestic as well as foreign. The Division has also to give an overall evaluation of the progress achieved over a particular period in economic terms. The Division has also to deal with references received from the Central Ministries, the State Governments and outside bodies and individuals.

(2) *Agriculture Division*
(including Community Development Section)

The Agriculture Division is responsible for agricultural planning, both physical and financial. In particular, it is concerned with subjects such as planning of agricultural production, agricultural marketing, co-operation and agricultural credit, animal husbandry and dairying, fisheries, forests and soil conservation, rural works, agricultural labour, etc. In addition special studies on different aspects of agricultural production are initiated from time to time.

(3) *Education Division*

Problems connected with various types of education, such as general, technical, physical, social, rural, etc., are studied in the Education Division. In addition, studies on the following subjects are also undertaken in the Division:

- (a) Scholarships;
- (b) Library Development;
- (c) School feeding and school health programme;
- (d) Hindi and Regional languages;
- (e) Cultural activities;
- (f) National Cadet Corps; and
- (g) Central assistance to States for educational development.

(4) *Health Division*

The Health Division deals with all aspects of health problems in the country. The following types of studies are initiated in the Division to serve as a firm basis for future planning:

- (a) Available health facilities;
- (b) Various diseases prevalent in the country;
- (c) Vital statistics; and
- (d) Other specific subjects of importance.

(5) *Industries and Minerals Divisions*

Problems of policy programmes, etc., connected with various industries and minerals including the question of coordination with small scale industries are studied in the Industries and Minerals Division. The subjects dealt with in this Division include special studies on various items relating to development of industries and public enterprises.

(6) *Employment and Social Planning Division*

All aspects of labour and employment problems, including man-power resources and employment, are dealt with in the Employment and Social Planning Division.

(7) *Land Reforms Division*

The functions of the Land Reforms Division are as follows:

- (a) To maintain continuous study of problems relating to the ownership,

- management, cultivation and distribution of land;
- (b) To assist the State Governments in determining and carrying out programmes of land reforms;
 - (c) To evaluate and report from time to time upon the operation, progress and effects of measures of land reforms;
 - (d) To recommend such measures and adjustments in land policy as may be with a view to fulfill the Directive Principles of State Policy, prescribed in the Constitution of the country and the programmes and objectives of the Plan; and
 - (e) To examine the land reforms proposals of the State Governments prior to their introduction in the State legislatures.

(8) *Irrigation and Power Division*

The subjects dealt with in the Irrigation & Power Division include Irrigation, power, flood control, drainage and other fields allied to water resources. The Division maintains close contact at technical level with the authorities in major irrigation projects. The Division also collaborates with a number of national and international institutions and specialised agencies.

(9) *Perspective Planning Division*

The Perspective Planning Division deals with questions of general policy affecting long term planning and development in the country. It is concerned with problems relating to long range prospects of development of power resources, basic industries, transport service, pattern of agricultural development and employment in relation to increases in productivity.

(10) *Programme Administration Division*

The Programme Administration Division brings together into common tables the public sector plan as a whole, both from the Centre and the States. It also prepares and coordinates material for periodical reports on progress of the Plan.

(11) *Public Cooperation Division*

The Public Cooperation Division deals with the problems relating to the securing of public cooperation and participation in the national development. These problems include widespread understanding of the Plan, canalising on a voluntary basis the unused time and skill and other spare resources of the people and securing of cooperation through voluntary organisations, universities, professional associations, etc.

(12) *Transport and Communications Division*

Problems relating to planned development in the field of transport, including roads, road transport, railways, ports, etc., and communications are studied in the Transport and Communications Division.

(13) *Village and Small Industries Division*

The Subjects dealt with in the Village and Small Industries Division cover mainly the Central and State programmes for the following village and small scale industries:

- (a) *Khadi* (including Ambar Khadi)
- (b) Handloom and powerloom;
- (c) Handicrafts;
- (d) Coir industry;
- (e) Silk and sericulture; and
- (f) Other village and small scale industries.

(14) *Statistical and Survey Division*

The main functions of the Statistical and Survey Division are as follows:

- (a) To promote, through various statistics collection agencies in the Union and State Governments, the collection, checking and analysis of statistics relating to the Plan and the progress of its implementation;
- (b) To maintain essential statistics needed by the Planning Commission; and
- (c) To prepare periodical progress reports.

(15) *Construction and Urban Development Division*

The Construction and Urban Development Division deals with policy, programmes, etc., relating to various aspects of urban development, housing and construction.

(16) *Resources and Scientific Research Division*

The Resources and Scientific Research Division is responsible for problems relating to planned development of scientific research in the country. The Division also collects necessary information regarding various natural resources including land, forest and mineral resources which is vital to plan-formulation.

(17) *Plan Coordination Section*

The Plan Coordination Section is responsible for undertaking the work of coordination in regard to the formulation of the Plan, the review of allocations, priorities and targets, and coordination in regard to plan implementation.

Apart from the above mentioned Technical Divisions and Sections, there also exist in the Planning Commission the Plan Information Unit and the Publications Branch, which are responsible for the information and publicity work regarding the Plans.

IV. ADVISORY BODIES

There are a number of advisory bodies assisting the Planning Commission by providing both general and expert technical advice on various problems connected with the Plans. There also exist a number of technical committees called 'Panels,' where both officials and non-officials having special knowledge and experience in the relevant fields, are represented. The 'Panels' provide technical advice on matters for which these are appointed, viz., agriculture, education, health, labour, land reforms, etc. There is also a panel of economists as well as of scientists.

Some of the other important advisory bodies functioning in the Planning Commission are as follows:

(1) *Committee on Plan Projects*

The Committee on Plan Projects was established in 1956, with the Union Home Minister as Chairman. The Union Minister of Finance is also a member of the Committee. In addition, the Prime Minister, as Chairman of the National Development Council, nominates two Chief Ministers of States as members of the Committee for each class of projects. The Union Minister concerned with a project or a class of projects under investigation is also a member of the Committee.

The important functions of the Committee are:

- (a) To organise investigations, including inspections, in the field of important projects, both at the Centre and in the States, through specially selected teams;
- (b) To initiate studies with the object of evolving suitable forms of organisation, methods, standards and techniques for achieving economy, avoiding waste and ensuring efficient execution of projects;
- (c) To promote the development of suitable machinery for continuous efficiency audit in individual projects and in agencies responsible for their execution;

- (d) To secure the implementation of suggestions made in reports submitted to the Committee on Plan Projects and to make the results of studies and investigations generally available; and
- (e) To undertake such other tasks as the National Development Council may propose for the promotion of economy and efficiency in the execution of the Plans.

The Committee on Plan Projects sets up, from time to time, teams composed of technical personnel and eminent public men, to undertake project studies.

(2) *Research Programmes Committee*

The Research Programmes Committee was set up in 1953, to initiate and encourage research on economic, social, administrative and political aspects of development. The Committee, which consists of eminent social scientists, works in close cooperation with universities, research institutions and schools of social work in the country.

STRENGTH OF STAFF

Planning Commission including
Programme Evaluation Organisation

1321

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Some of the important publications brought out by the Planning Commission are as follows:

1. *First Five Year Plan.*
2. *Review of the First Five Year Plan.*
3. *Second Five Year Plan.*
4. *Appraisal and Prospects of the Second Five Year Plan.*
5. *Second Plan Statistics.*
6. *Progress of the Plan (annual).*
7. *Third Five Year Plan.*
8. *Fourth Five Year Plan, a draft outline, 1966.*
9. *Fourth Five Year Plan.*
10. *Fourth meeting of the Standing Committee of the National Development Council; Summary record.*

UNION PUBLIC SERVICE COMMISSION

THE ESTABLISHMENT of a Public Service Commission in India in the year 1926 had behind it a persistent demand for greater and greater degree of Indianisation of the Superior Civil Service from the last quarter of the 19th century onwards. The question of setting up of a Public Service Commission in India was considered in the Montagu-Chemsford Report (1918). The Government of India Act of 1919, which was based on this Report, provided for the establishment of a Public Service Commission which would discharge, in regard to recruitment and control of public services in India, such functions as might be assigned to it by the rules to be made by the Secretary of State for India (Section 96 C). Before a Public Service Commission could actually be set up, there arose a need for a further and comprehensive enquiry into the various issues connected with the Public Services in India. This task was assigned to the Royal Commission on the Superior Civil Services in India, which was appointed in June 1923, under the chairmanship of Viscount Lee of Fareham. The Royal Commission, while making various recommendations regarding the representation of Indians in the Indian Civil Service, made the following observations about the setting up of a Public Service Commission:

- (i) The Public Service Commission contemplated by the Government of India Act of 1919, should be constituted without further delay. It should be an all-India body and consist of five commis-

- sioners of the highest public standing, detached, so far as practicable, from political associations and possessing, in the case of two of their number at least, high judicial or legal qualifications.
- (ii) The functions of the Commission should fall, at the outset, into two categories, (a) recruitment, (b) certain functions of a quasi-judicial character in connection with the disciplinary control and protection of the public services.
 - (iii) As regards (ii) (a), it should be charged with the duty of recruitment for the All-India Services, as the agent of the Secretary of State, so far as it is carried out in India, and of recruitment for the Central Services (and, if a Provincial Government should so desire, for its Services) as the agent of the Secretary of State, the Government of India or Local Government as the case may be. The Commission should also be the final authority for determining, in consultation with the Secretary of State, the Government of India or Local Government, as the case may be, the standards of qualification and the methods of examination for the civil services, so far as recruitment in India is concerned.
 - (iv) As regards (ii) (b), appeals to the Governor-General in Council by an aggrieved officer against such orders of Provincial Governments as are declared by the Governor-General in Council to be appealable should be referred to the Commission, which should report its findings to the Governor-General in Council and its recommendations as to action, without prejudice to the right of appeal of the aggrieved officer to the Secretary of State, provided the Commission certify his case as a fit one for such appeal. Appeals from the Government of India which now lie to the Secretary of State should, in the first instance, be referred to the Commission in the same manner as in the case of appeals to the Government of India, and the Commission should submit its report to the Secretary of State. When a breach of the legal covenant between an officer and the appointing authority is alleged, the Commission should certify whether *prima facie* it is a fit case for adjudication in a civil court. If such certified case is sustained by the Court, the whole costs should be defrayed by the Government concerned.
 - (v) Apart from the determination of standards of qualification and methods of examination, the Commission would not ordinarily be concerned with Provincial Services. Its knowledge and experience would merely be placed at the disposal of Provincial Governments, if desired. The Chairman of Provincial Selection Boards would constitute the link between the Commission and the Provincial Governments.

As provided by the Government of India Act of 1919 and recommend-

ed by the Lee Commission, the Public Service Commission, as it was first named, was established in the year 1926. The Commission consisted of four members, in addition to the Chairman. The Commission came to be known as the Federal Public Service Commission, when the Government of India Act of 1935 came into force. The Federal Public Service Commission was replaced by the Union Public Service Commission in 1950, which was constituted as an independent statutory body under Article 315(i) of the Constitution of India.

II. FUNCTIONS

The functions of the Union Public Service Commission are laid down in Article 320 of the Constitution of India. They are as follows:

- (1) It shall be the duty of the Commission to conduct examinations for appointments to the services of the Union.
- (2) It shall also be the duty of the Commission if requested by any two or more States to do so, to assist those States in framing and operating schemes of joint recruitment for any services for which candidates possessing special qualifications are required.
- (3) The Commission shall be consulted:
 - (a) on all matters relating to methods of recruitment to civil services and for civil posts;
 - (b) on the principles to be followed in making appointments to civil services and posts and in making promotions and transfers from one service to another and on the suitability of candidates for such appointments, promotions or transfers;
 - (c) on all disciplinary matters affecting a person serving under the Government of India in a civil capacity, including memorials or petitions relating to such matters;
 - (d) on any claim by or in respect of a person, who is serving or has served under the Government of India or under the Crown in India in a civil capacity, that any costs incurred by him defending legal proceedings instituted against him in respect of acts done or purporting to be done in the execution of his duty should be paid out of the Consolidated Fund of India; and
 - (e) on any claim for the award of a pension in respect of injuries sustained by a person while serving under the Government of India or under the Crown in India in a civil capacity and any question as to the amount of any such award.

It shall be the duty of the Commission to advise on any matter so referred to them and on any other matter which the President may refer to them.

The Constitution also provides that the President may make regulations specifying the matters concerning All-India Services and also other services and posts in connection with the affairs of the Union in which, either generally or in any particular class of case or in any particular circumstances, it shall not be necessary for the Commission to be consulted.

The Constitution lays down that:

- (i) Nothing in (a), (b), (c), (d), and (e) above shall require the Commission to be consulted as regards the manner in which provision is made by the Government for the reservation of appointments or posts in favour of any backward classes or citizens which in the opinion of the Government is not adequately represented in the services.
- (ii) All regulations made by the President specifying the matters in which it shall not be necessary for the Commission to be consulted, as indicated above, shall be laid for not less than fourteen days before each House of Parliament, as soon as possible after they are made and shall be subject to such modifications, whether by way of repeal or amendment, as both Houses of Parliament may make during the session in which they are so laid.

Since the inception of the Commission, the Government of India has followed the convention of accepting the recommendations made by the Commission. Previously, when the Government or any particular Department did not agree with the Commission's recommendations, the Chairman was allowed to place the viewpoints of the Commission before the Governor-General at a personal meeting. According to the present procedure, if any Ministry or Department considers it essential to depart from the advice of the Commission, regarding a selection for appointment, a decision to that effect has to be taken by the Government as a whole through the Appointments Committee of the Cabinet, consisting of the Prime Minister, the Home Minister and the Minister administratively concerned with the case; the Finance Minister joining the Committee in the event of the dissenting Ministry happening to be the External Affairs or the Home Ministry. Such cases in which the Commission's advice is not accepted are mentioned by them in a report presented annually to the President, in accordance with Articles 323 (i) of the Constitution. The Constitution also lays down that the President shall cause a copy of the report with a Memorandum explaining, as regards the cases, if any, where the Commission's advice was not accepted, the reasons for such non-acceptance, to be laid before each House of Parliament.

Some of the important duties performed by the Union Public Service Commission are as follows:

1. *Examinations*

The Commission conducts the open competitive examinations for various All-India and Central Services. These examinations are conducted at suitable centres for the convenience of the candidates. Supervisors for these examination centres are appointed by the Commission, where necessary with the assistance of the State Public Service Commissions and the State Governments. Examiners for marking the answer papers are also appointed by the Commission. As regards the standard, syllabus and curriculum for each examination, these are fixed by the Commission, in consultation with the Ministries and educationists.

Candidates competing for the two All-India Services and the Central Services have also to appear at a Personality Test after they have qualified in the written test. Till 1966 the position was that those failing to reach a prescribed minimum standard at the Personality Test were disqualified, even though they might have attained a high standard in the written test. The Personality Test no longer carries any qualifying minimum marks. The marks secured in the Personality Test are added to the marks obtained in written papers and the candidates ranked on the basis of the total marks. The Board of Examiners for such a personality test is constituted by the Commission with utmost care. In all such cases the Chairman or a Member of the Commission presides over the Board, which also includes an educationist of high standing and representatives of the Ministries.

2. *Direct Recruitment by Interview*

There are a large number of posts in the Government of India for which more or less ready-made personnel has to be obtained for unedrtaking responsible duties immediately after appointment. With the increase of governmental activities after the attainment of Independence, the number of such posts has been rapidly on the increase. The recruitment for such posts, which cannot be filled by promoting persons already in any organised services, is made by a system of competitive interview conducted by the Commission. A representative of the Ministry concerned also takes part in such interviews in an advisory capacity. For posts requiring technical, scientific or specialised qualifications, one or more specialists or experts of standing, unconnected with the Ministry concerned, are also associated with the interview as advisers to the Commission. Advertisements for such posts are given wide publicity in important daily newspapers of India.

3. *Promotion*

Many of the senior posts, particularly in the regularly organised scales and services, are filled by promotion of officers who have acquired a certain

amount of experience in junior posts in those services. Recommendations for such promotion are made initially by a departmental promotion committee, consisting of a member of the Commission as Chairman and senior officers of the Ministry or Department concerned, and are then placed before the Commission for final ratification, when such ratification is necessary according to the rules on the subject.

4. *Disciplinary Cases*

In disciplinary cases, the Commission has to be consulted before orders are passed by the President imposing any penalty on a Government servant. The Commission is also consulted before the President passes an order on an appeal, petition or memorial against any disciplinary order passed by any authority subordinate to the President.

5. *Quasi-Permanency Cases*

In order to afford greater security of tenure to the large number of Government servants, Government of India promulgated the Central Civil Services (Temporary Service) Rules of 1949. These rules and a set of similar rules governing civilians in Defence Services, provide for temporary employees being declared as quasi-permanent on the completion of three years of approved service, provided they are within the age limits and have the necessary qualifications prescribed for the posts in question. Quasi-permanency has to be granted by the Government in consultation with the Commission wherever direct recruitment to the post in question is within the purview of the Commission.

6. *Reimbursement of Legal Expenses*

Government servants are sometimes prosecuted in respect of acts done or purporting to be done in the execution of their official duty. The claims for reimbursement of the legal expenses incurred by them in defending themselves are referred to the Commission under Article 320(3) (d) of the Constitution. In such cases, the Commission has to examine the reasonableness of the claim, with reference to the circumstances of each particular case, and to advise the Government as to the amount that should be reimbursed.

7. *Extraordinary Injury Pensions*

The Commission is required to be consulted on any claim for the award of a pension in respect of injuries sustained by Government servants while serving under the Government of India in a civil capacity and any question

as to the amount of any such award.

8. *Temporary Appointments and Re-Employment*

The Commission is consulted when any appointments are made by the Ministries provisionally. Some limitations have been placed on this function of the Commission by the U.P.S.C. (Exemption from Consultation) Regulations of 1958. Under these Regulations, it is not necessary for the Government to consult the Commission in regard to the selection for temporary or officiating appointment to a post if the person appointed is not likely to hold the post for a period of more than one year and it is necessary in the public interest to make the appointment immediately. The appointment has, however, to be reported to the Commission as soon as it is made. If the appointment continues beyond a period of 6 months, a fresh estimate as to the period for which it is likely to last has to be made and reported to the Commission. If such an estimate indicates that the person appointed is likely to hold the post for a period of more than one year from the date of appointment, the Commission is to be consulted in regard to the filling of the post.

The advice of the Commission is also sought on cases of Re-Employment of retiring or retired officers.

9. *Appointment by Transfer*

The Commission advises the Government on cases of transfer from one service to another .

III. ORGANISATION

The Union Public Service Commission consists of a Chairman and other members appointed by the President. The President is empowered to determine by regulations the number of members of the Commission and their conditions of service. Nearly half of the members of the Commission are persons who at the time of their appointment have held office for at least ten years either under the Government of India or a State Government.

A member of the Commission holds office for a term of six years or until he attains the age of 65, whichever is earlier. A member may, by writing under his hand addressed to the President, resign his office.

The Chairman or a member of the Commission can be removed from office only by an order of the President under the following circumstances:

- (a) On the ground of misbehaviour, after the Supreme Court, on reference being made to it by the President, has, on enquiry held in accordance with the procedure prescribed in that behalf under

Article 145 of the Constitution of India, reported that the Chairman or such other member, as the case may be, ought to be removed (or pending enquiry into such a case by the Supreme Court, the President may suspend from office the Chairman or a member of the Commission until he has passed orders on receipt of the report of the Supreme Court on such reference);

- (b) if he is adjudged as insolvent; or
- (c) if he engages, during his term of office, in paid employment outside the duties of his office; or
- (d) if he is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body.

In order to emphasize and ensure the independence of the Commission, the Constitution debars its Chairman from further employment either under the Government of India or the Government of a State. A member, other than the Chairman of the Commission is, however, eligible for appointment as Chairman of that Commission or of a State Public Service Commission, but for no other employment either under the Government of India or under the Government of State.

At present, the Union Public Service Commission consists of a Chairman and seven Members.

The relations of the Commission with the Government are coordinated by the Ministry of Home Affairs, but in its day-to-day work and in the discharge of its statutory responsibilities, it deals directly with the different Ministries and Departments of the Government of India. The Commission has no Attached or Subordinate Office under it.

The number of members of the staff of the Commission and their conditions of service are provided for, in the regulations made by the President.

SECRETARIAT

Secretary	1
Controller of Examinations	1
Deputy Secretary	8
Under Secretary	23
Finance & Accounts Officer	1
Mechanical Tabulation Officer	1
Senior Research Officer (Hindi)	1
Research Officer (Hindi)	1
Superintendent (Hollerith)	1
Section Officers	53

In addition to the branches dealing with the house-keeping functions, the office of the Commission is organised into the following Branches:

- (i) Examination Branch;
- (ii) Recruitment Branch;
- (iii) Services Branch;
- (iv) Appointments Branch;
- (v) Confidential Branch.

STRENGTH OF STAFF

Secretariat

905

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Some of the important publications brought out by the Commission are:

- (i) *Annual Report of the Commission.*
- (ii) *Hand Book of Examinations.*
- (iii) *Pamphlets Part I containing Rules and Question Papers for each examination conducted by the Commission.*
- (iv) *Pamphlets Part II containing Result and Review of each examination.*

INDIAN AUDIT AND ACCOUNTS DEPARTMENT

THE HISTORY OF the Indian Audit and Accounts Department dates back to 1753, when the East India Company provided for an Accountant-General for Bengal. The various Provinces of British India had their own independent Civil Accounts Establishments till 1857, when these Establishments were amalgamated into an Imperial Establishment under the control of an Accountant-General to the Government of India.

In 1858, after the East India Company's administration was taken over by the Crown and the Secretary of State-in-Council came into existence, the post of an Accountant-General in that office, known as India Office, was created to compile accounts of transactions of the Government of India taking place in England. Simultaneously, an Auditor (subsequently known as Auditor, Indian Home Accounts and now re-designated as Director of Audit, Indian Accounts in U.K., London), was appointed for the audit of the Indian accounts in England.

In 1860-61, in the wake of vigorous financial reforms, occasioned largely by financial embarrassments and administrative disorganisation caused by the Mutiny, Imperial Accounts Departments were also formed to deal with 'public works' and 'postal accounts'. Further, as a result of the recommendation of the Commission appointed to enquire into the system of accounts, the system of separated audit and accounts was given up, and the Accounts Officers were also made responsible for internal audit; and the Accountant-General to the Government of India was re-designated as the Auditor-

General.

Briefly, from the year 1860, the Accounts Department in India was organised in the following offices:

- (i) Civil Accounts Offices in the Provinces;
- (ii) Postal Accounts Offices;
- (iii) Public Works and Railway Accounts Offices; and
- (iv) Military Accounts Offices.

In the year 1861, an Imperial Accounts Department (Military), was created, and in 1864, this Department was placed under the administrative control of the Military Finance Department. However, in all matters pertaining to audit, the Department was treated as subordinate to the Auditor-General.

The Examiner of Public Works Accounts dealt with both public works and railway transactions. In 1910, the Public Works Accounts Offices were merged with the Civil Audit & Accounts Offices, while the Railway Accounts Offices became a separate organisation under the Auditor-General till they were taken over by the Railway Board, first as an experimental measure on the East India Railway in 1926 and later as a permanent measure on all Railways in 1929, leaving the audit work alone to the Auditor-General.

The gradual increase of activities of the Postal Department led to the establishment of a Comptroller of Post Office Accounts in 1860, under the Auditor-General. The relation of the Comptroller of Post Office Accounts with the Auditor-General was in every respect the same as with all Civil Accountants-General.

Up to 1899 the whole of the accounts and audit work of the Post offices in India was done in one office in Calcutta with the Comptroller of Post Offices at its head. In 1900, three separate offices were formed each under a Deputy Comptroller at Calcutta, Nagpur and Delhi. In 1908, a new office was formed in Madras to cope with the increased work.

An Audit Board was set up in 1860 with two Members, one, the Auditor-General of India, and the other, the Head of the Military Finance Department. The duty of the Board consisted in settling points relating to accounts which were sent to it for decision, acting as a Board of Appeal. In 1864, another Committee was appointed to investigate into the system of audit and accounts, and their recommendations formed, in general, the basis of the existing system of audit and accounts in India. Their main recommendation was about the introduction of the post-audit system in most of the Provinces. Owing to the re-organisation in the Military Finance Department, the post of the second Member of the Audit Board was abolished in 1865, and the Board of Audit was reduced to one Member (the Auditor-General himself) and later the Board was abolished. The decision

of the Auditor-General from this time onward was treated as sufficient and final in audit, and in the same year he was re-designated as the Comptroller-General, with Principal Accounts Officers in the Provinces designated as Accountant-General.

In 1881, the question of the independent audit of Government transactions was raised by the Secretary of State for India, and it was considered necessary that the Comptroller-General should do more detailed appropriation audit. In order to give due prominence to his duties and the appropriation audit carried out by him, the Comptroller General was designated as the "Comptroller and Auditor-General". The Comptroller-General had hitherto also acted as an Accountant-General to the Government of India, but on his appointment as the Comptroller and Auditor-General in 1884, he was relieved of his accounting functions and a separate officer was appointed under him with the title of "Comptroller of Indian Treasuries". From this time onwards, the work of the Comptroller and Auditor-General tended to become more and more a work of supervision, compilation, review and examination of figures and statements on behalf of the Central Government. One of the duties of the Comptroller-General was to prepare a consolidated account for the whole of India for submission to the Government of India and he, through his deputies inspected and conducted test audit of all offices of accounts, and had to satisfy the Government that detailed audit conducted by the Provincial and Departmental Accounts Officers was efficient.

The Comptroller and Auditor-General was also saddled with considerable amount of executive functions like the management and regulation of the currency in India and was concurrently designated as the "Head Commissioner of the Paper Currency". In 1913, he was relieved of this work on the formation of a separate office of the Controller of Currency. He then came to be styled as the Auditor-General.

The subsequent history of the Department falls into the following four distinct periods:

- (i) Period from the Government of India Act of 1919 to that of 1935;
- (ii) Period from 1935 to the transfer of Power in 1947;
- (iii) Period from 1947 to the promulgation of the Constitution on the 26th January 1950; and
- (iv) Period from the 26th January 1950 up to the present.

The Auditor-General was for the first time afforded a statutory status with the introduction of the constitutional reforms under Section 96D (i) of the Government of India Act of 1919, which provided that an Auditor-General in India shall be appointed by the Secretary of the State in Council and shall hold office during His Majesty's pleasure. By rules under the Act made by the Secretary of State in Council, he was made indepen-

dent of the Government of India. He was also recognised as the administrative head of the Indian Audit Department.

The Government of India Act of 1935 marked one further step in the raising of the status and position of the Auditor-General. Provision was made that he could only be removed from office in like manner and on like grounds as a Judge of the Federal Court. The conditions of his service were to be prescribed by His Majesty in Council and he was made ineligible for any further office under the Crown in India after retirement. His salary was made chargeable on the revenues of the Federation. His reports relating to the accounts of the Federation and Provinces were for the first time enjoined to be laid by the Governor-General/Governor before the Federal/Provincial Legislature. The powers and duties of the Auditor-General were detailed in the Government of India (Audit and Accounts) Order of 1936, read with the Initial and Subsidiary Accounts Rules of 1937.

One of the special features of the Government of India Act of 1935, relating to the audit and accounts functions was the provision it made for the appointment of Provincial Auditor-General. This provision, however, was not operated upon by any of the Provinces and it lapsed with the promulgation of the Constitution of India in January 1950.

Adaptations made in August 1947, as a result of the Indian Independence Act, maintained the *status quo* in respect of the Auditor-General of India, except that the "Governor-General" was substituted for "His Majesty in Council". In addition, Auditor-General of India assumed full control over the Auditor of Indian Home Accounts (re-designated as the Director of Audit, Indian Accounts in U.K.), formerly a statutory authority controlled by the Secretary of State for India.

The new Constitution of India, which came into force from January 26, 1950, re-designates the Auditor-General of India as the Comptroller and Auditor-General of India. The Constitution provides for the appointment of a Comptroller and Auditor-General by the President by warrant under his hand and seal and his removal from office only in like manner, and on like grounds as a Judge of the Supreme Court. Under the Constitution, he has been made ineligible for further office under the Union or the State Governments after he ceases to hold the Office of the Comptroller and Auditor-General. The Constitution further provides for the Comptroller and Auditor-General being consulted before any rule is made by the President either affecting the conditions of service of persons serving in the Indian Audit and Accounts Department or the administrative powers of the Comptroller and Auditor-General. A notable feature under the Constitution of India is that he is required on entering office, to take the same oath as Judges of the Supreme Court, which includes the upholding of the Constitution and the laws, besides performing the duties of his office without fear or favour, affection or ill-will.

II. FUNCTIONS

The functions of the Comptroller and Auditor-General are derived in the main from the provisions of Articles 149 to 151 of the Constitution of India. Article 145 of the Constitution envisages an Act of Parliament to regulate the duties and powers of the Comptroller and Auditor-General. The contemplated Act has not yet been passed by Parliament and the Comptroller and Auditor-General continues to discharge, by and large, all the functions and duties which were required of him before the adoption of the Constitution. These functions are defined in the Government of India (Audit and Accounts) Order of 1936, read with the Initial and Subsidiary Accounts Rules made thereunder. There have been some additions to his responsibilities from time to time through Parliamentary enactments. He has also, with the approval of the President, taken up new duties in receipt audit. The duties of the Comptroller and Auditor-General can be broadly grouped as under:

1. *Duties in relation to Accounts*

The Comptroller and Auditor-General is responsible for the keeping of the accounts of the Union and of the States other than accounts of the Union relating to defence or railways and a few other categories where the keeping of accounts has been made a Departmental responsibility. He prepares every year accounts showing the annual receipts and disbursements of the Union and each State under various heads known as Finance Accounts. In addition, he submits to the President every year a General Financial Statement incorporating the summary of the accounts of the Union and of all the States for the last preceding year and particulars of their balances and outstanding liabilities, and containing such other information as to their financial position as the President may direct to be included in the Statement. In the preparation of an account or report, the Comptroller and Auditor-General has the authority to ask for information so required, to inspect office of accounts and to prescribe the form of the accounts with the approval of the President, which secures uniformity among all the States and the Union Government.

The Comptroller and Auditor-General does not, however, keep accounts of certain classes, *viz.*, initial accounts to be kept in treasuries, initial and subsidiary accounts to be kept in any office or Department of the Union or States, accounts of stores and stock to be kept in offices or Departments of Governments and the trading, manufacturing and profit and loss Accounts, balance sheets and any other subsidiary account to be kept in any Department of Government.

In pursuance of the policy of relieving the Comptroller and Auditor-General from the responsibility for maintenance of accounts an experiment

was launched in 1924, which was, however, held in abeyance in 1932, following the depression and need for economy. The experiment was revived in a slightly different form in 1955 and a start was made in the Centre with the Ministry of Works, Housing and Supply and the Ministry of Food and Agriculture. This was followed in a Part A State from August 1, 1955, by setting up a Pay and Accounts Office under the Departments of Education, and Refugee Relief and Rehabilitation of the West Bengal Government. From October 1955, a Pay and Accounts Office was set up for the Police Department in Saurashtra, a Part B State.

The experiment in West Bengal, though covering only two Departments meant an additional annual expenditure of Rs. 8 lakhs and did not give any beneficial results. It was therefore, discontinued from November 1, 1957. The experiment in Saurashtra was abandoned when the State was integrated with Bombay. The experiment introduced at the Centre still continues. The transfer of accounts to the administration is an intricate and involved question. The Departments covered by the experiment were peculiarly suitable for centralised payment and accounting. There have been difficulties in extending it to other departments.

These difficulties partly arise out of the evolution of the existing pattern and India's peculiar administrative and financial arrangements. The extension of the experiment to all Departments would entail a heavy recurring expenditure and involve additional employment, which has been estimated at 45000 men. It has, therefore, been considered prudent now when the country is facing a serious shortage of trained manpower and its resources are strained, to defer extension of the scheme till a major reorganisation of the administrative and financial systems, and a simplification of the structure of accounts and of the financial rules have been brought about.

2. *Duties in relation to Audit*

The Comptroller and Auditor-General audits (i) all expenditure from the revenues of the Union and the States and ascertains whether moneys shown in the accounts as having been disbursed were legally available for and applicable to the service or purpose to which they have been applied or charged and whether the expenditure conforms to the authority which govern it; (ii) all transactions relating to debt, deposits, sinking funds, advances, suspense accounts, and remittance business; (iii) all trading, manufacturing and profit and loss accounts and balance sheets, where required to be kept by any department; and (iv) the receipts of any Department, accounts of stores and stock kept in any office or Department, with the approval of or if so required by the President or the Governor. The more important classes of receipts audited under the present arrangement comprise customs receipts and also receipts of railways and posts

and telegraphs. Recently, the income-tax receipts have also been included in this category.

The audit responsibilities of the Comptroller and Auditor-General also extend to the State undertakings. The organisation of these undertakings in India has taken three forms, viz., Departmental units, statutory corporations, and companies registered under the Companies Act. The Departmental units automatically attract the audit of the Comptroller and Auditor-General. The Corporations are entirely State owned and the Comptroller and Auditor-General has been appointed by Parliament in the concerned Act as the auditor, except in the cases of the Life Insurance Corporation and the State Bank. In terms of the Companies Act, audit of Government companies is conducted by professional auditors appointed by Government after consultation with the Comptroller and Auditor-General, who has also the right of issuing directions to the auditors. There is a provision for a supplementary audit by the Comptroller and Auditor-General. The definition of Government companies excludes those in which funds invested by Government fall below 51% of the share capital.

The Comptroller and Auditor-General also, in some cases, undertakes other audits 'by consent' on terms, which are settled between him and the Government concerned.

The Comptroller and Auditor-General prepares every year audit reports relating to the accounts of the Union and the States. These reports are submitted to the President or the Governor, as the case may be, who causes them to be laid before Parliament/State Legislature.

The Comptroller and Auditor-General has the authority to call for any book or other documents relating to transactions to which his duties in respect of audit extend.

3. *Miscellaneous duties*

The Comptroller and Auditor-General provides, in respect of accounts kept by him, such information to the Union and State Governments, as is required by them. He also provides such assistance in the preparation of the annual financial statements as the Government may reasonably ask for.

In the discharge of the above mentioned duties, the Comptroller and Auditor-General has been given complete liberty in reporting relevant facts, and of expressing opinions upon the conduct of Departments and Ministries in regard to their financial transactions and on the decisions of the Finance Ministry affecting them. In this context, the Public Accounts Committee (1962-63) in its fourth report (Third Lok Sabha) has given the views that it is the function of the Comptroller and Auditor-General to satisfy himself not only that every expenditure has been incurred as per prescribed rules, regulations and laws, but also that it has been incurred with faithfulness, wisdom and economy. Further the Committee has pointed

out that if, in the course of his audit, the Comptroller and Auditor-General becomes aware of facts which appear to him to indicate an improper expenditure or waste of public money, it is his duty to call the attention of Parliament to them, through his Audit Reports.

The Committee has expressed the view that although audit should not encroach upon purely administrative matters or range over the entire field of administration, where administrative action has serious financial implications, it is the duty of audit to see that administrative action is not only in conformity with prescribed law, financial rules and procedure but it is also proper and does not result in any extravagance, loss or infructuous expenditure.

III. ORGANISATION

Headquarters Organisation

The headquarters office of the Comptroller and Auditor-General is under the immediate supervision of the Comptroller and Auditor-General himself. The Deputy Comptroller and Auditor-General and three additional Deputy Comptroller and Auditors-General assist the Comptroller and Auditor-General in the discharge of his functions. The Deputy Comptroller and Auditor-General functions, in general, as in charge of staff matters. Except in the case of reports on accounts submitted to Parliament and State Legislatures, the Deputy Controller and Auditors-General have authority to act for the Comptroller and Auditor-General in any matter and to any extent as may be determined from time to time by the Comptroller and Auditor-General. They are, in particular, responsible for the working of the entire Department and, subject to the Comptroller and Auditor-General's general control, for guiding and controlling the various offices of the Indian Audit and Accounts Department.

HEADQUARTERS STAFF

Comptroller and Auditor General	1
Deputy Comptroller and Auditor General	1
Additional Deputy Comptroller and Auditor-General	3
Secretary to the Comptroller and Auditor-General	1
Director of Revenue Audit	1
Director of Inspection	2
Director of Audit and Accounts	1
Deputy Directors	4
Assistant Comptroller and Auditor-General	3
Administrative Officers	14
Assistant Private Secretaries to the Comptroller & Auditor-General	

Besides, there are other staff members, who belong to ministerial and non-ministerial services.

Organisation of the Indian Audit and Accounts Department as a whole

Besides the Headquarters Organisation, the Indian Audit and Accounts Department is divided into five classes of offices namely, (i) the Civil Accounts and Audit Offices, (ii) the Posts and Telegraphs Accounts and Audit Offices, (iii) the Railway Audit Offices, (iv) the Defence Services Audit offices, and (v) the Commercial Audit Offices. In addition, the Comptroller and Auditor-General has under him the following two offices overseas:

- (a) The Director of Audit, Indian Accounts in United Kingdom, London, whose audit jurisdiction extends to all the expenditure from the Indian revenues in countries in Europe.
- (b) The Director of Audit, Indian Accounts in United States of America, Washington whose audit jurisdiction extends to all the expenditure in both the Americas, met from the Indian Revenues.

The Civil and Posts and Telegraphs Audit Offices are both audit and accounts offices, while the Railway and Defence Services Test Audit Offices deal exclusively with the audit of the accounts of the respective Departments that are maintained by the Accounts Offices under the control of the Departments themselves. The audit of the Central Governments' commercial and quasi-commercial undertakings, Government companies and statutory corporations are maintained by the Commercial Audit Offices.

There are 68 Subordinate Offices functioning under this Department.

Strength of staff

46303

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Some of the important publications brought out by the Indian Audit and Accounts Department are as follows:

1. *Manual of Audit Instructions*, 1950.
2. *Manual of Standing Orders*, 1953.
3. *Account Code*, 1956.
4. *Audit Code*, 1955.
5. *List of Major and Minor Heads of Accounts of Central and States Receipts and Disbursements*, 1960.
6. *An Introduction to India Government Accounts and Audit*, 1963.
7. *Central Public Works Account Code* (with appendices), 1965.

ELECTION COMMISSION

THE INDIAN CONSTITUTION has made provision for a suitable machinery to conduct free and fair elections in the country. It provides for the setting up of an Election Commission for this purpose, which shall consist of the Chief Election Commissioner and such other Election Commissioners, as are appointed by the President. The Constitution empowers the President to determine the conditions of service of the Election Commissioners. In the case of the Chief Election Commissioner, it has been laid down that he shall not be removed from office except in like manner and on like grounds as a Judge of the Supreme Court. The other Election Commissioners can be removed only on the recommendations of the Chief Election Commissioner.

The Election Commission was set up, under Article 324 of the Constitution of India, in January 1959. It has been assigned the following main functions:

- (i) Superintendence, direction and control of the preparation of the electoral rolls, and keeping them up-to-date at all times.
- (ii) Conducting of all elections to Parliament and State Legislatures (including casual vacancies), as well as the election to the offices of the President and the Vice-President of India.
- (iii) Appointing of the Election Tribunals to investigate into complaints made in election petitions, etc.

The Election Commission is a statutory body. It has only a Secretariat and no Attached or Subordinate Office under it. But the Election Commission, in consultation with the State Governments, nominates or designates an officer of the State Government in each State as the Chief Electoral Officer for that State for the preparation, revision and correction of electoral rolls, etc. Subject to the superintendence, direction and control of the Election Commission, the Chief Electoral Officer is statutorily responsible for the preparation, revision and correction of all electoral rolls and the conduct of elections in the States.

The Election Commission, as at present constituted, consists of a Chief Election Commissioner, a Deputy Election Commissioner, and other secretariat officers and staff. (No Election Commissioner has, so far, been appointed). The office of the Election Commission is organised in nine Election Branches and two Administration Branches.

Strength of Staff

165

The Election Commission publishes a number of reports on the General Elections in India. Besides, a number of casual publications on elections are issued, mainly at the time of elections.

COMMISSIONER FOR SCHEDULED CASTES AND SCHEDULED TRIBES

THE CONSTITUTION OF INDIA has laid down certain safeguards for the protection of the interests of the scheduled castes and scheduled tribes. It also makes provisions for promoting their educational and economic interests.

The fundamental rights included in the Constitution provide for the abolition of untouchability and forbids its practice in any form. The fundamental rights also provide for the removal of any disability, liability, restriction or condition with regard to access to shops, public restaurants, hotels and places of public entertainment, the use of wells, tanks, bathing ghats, roads and places of public resort, maintained wholly or partly out of State funds or dedicated to the use of the general public. It prohibits the State from making any discrimination between any citizens on grounds only of religion, caste, race, sex or place of birth. This, however, does not prevent the State from making any special provision for the scheduled castes and the scheduled tribes. Similarly, the fundamental rights bestow upon the citizens the rights to practice any profession or to carry on any occupation, trade or business. But this does not prevent the State to place by law reasonable restrictions for the protection of the interests of any scheduled tribe.

The directive principles of state policy included in the Constitution direct the State to promote with special care the educational and economic interests of the scheduled castes and scheduled tribes and to protect them from social injustice and all forms of exploitation.

The Constitution has also made special provision for the administration and control of scheduled and tribal areas. It is obligatory for the States to consider the claims of scheduled castes and scheduled tribes in the making of appointments to public services and reservation for them in case of inadequate representation. The Constitution also provides for special representation of scheduled castes and scheduled tribes in Parliament and State Legislatures for a period of twenty years.

The other provisions in the the Constitution relate to the setting up of advisory councils and separate Departments in the States and a special officer at the Centre to promote the welfare and to safeguard the interest of scheduled castes and scheduled tribes.

The Central and the State Governments have taken various measures to provide protection and safeguards to scheduled castes and scheduled tribes, as prescribed in the Constitution. Untouchability has been made a legal offence under the Untouchability (Offences) Act of 1955. Reservation in the public services has been made for the scheduled castes to the extent of $12\frac{1}{2}$ per cent of the vacancies for which recruitment is made by open competition on all-India basis and $16\frac{2}{3}$ per cent of the vacancies to which recruitment is made otherwise. The reservation for the scheduled tribes is 5 per cent in both the cases. Seats proportionate to their population have been reserved for the scheduled castes and scheduled tribes in Lok Sabha and the State Legislatures. There are, presently, 77 seats reserved for scheduled castes and 37 for scheduled tribes out of the total elected strength of 521 of the Lok Sabha. Similarly, 503 seats have been reserved for scheduled castes and 262 for scheduled tribes in various State Legislatures, whose total number of seats are 3563.

The other steps undertaken to implement the various provisions in the Constitution for providing protection and safeguards to scheduled castes and scheduled tribes include the setting up of a regional council and five district councils in the tribal areas of Assam. These councils possess wide legislative and rule-making powers as well as certain financial and taxation powers. Tribal advisory councils have been set up in ten States and these councils advise the Governors of the States on such matters concerning the welfare of the scheduled tribes as may be referred to them. Advisory boards for the scheduled tribes have been set up in 3 States.

At the Centre, a special officer designated as the Commissioner for Scheduled Castes and Scheduled Tribes was appointed in 1950, to investigate into the working of the various protective and promotional measures taken up under the provisions of the Constitution and report to the President. This yearly report is also presented to both the Houses of Parliament.

The Office of the Commissioner for Scheduled Castes and Scheduled Tribes was earlier assigned various developmental functions relating to the welfare of the scheduled castes and scheduled tribes. These functions were

discharged through a number of regional offices. Since June 1967, this function has been transferred to the Director-General, Backward Classes Welfare in the Department of Social Welfare. The Office of the Commissioner for Scheduled Castes and Scheduled Tribes now consists only of a headquarters organisation, which is organised in four research units, one services unit and one administration section.

COMMISSIONER FOR LINGUISTIC MINORITIES

THE STATES REORGANISATION COMMISSION, which was set up in 1953, to enquire and report on the reorganisation of States in India, in its report recommended for the following safeguards for the linguistic minorities:

- (i) Constitutional recognition of the minorities to have instruction in their mother-tongue at the primary school stage;
- (ii) Laying down of a clear policy in regard to secondary education;
- (iii) The formulation of a clear policy in respect of the use of different languages at different levels of State administrations and its effective implementation;
- (iv) The simplification and liberalisation of domiciliary rules;
- (v) Option to elect a language, under certain conditions, as the medium of examinations for entry into State services;
- (vi) Public Service Commissions to serve more than one State and appointments to the Commission to be made by the President; and
- (vii) Utilisation of the services of the Governors for enforcing these safeguards.

The State Governments were advised by the Union Government to implement these recommendations. Two new Articles 350 A and 350 B were added to the Constitution of India in 1956, to ensure to the linguistic minorities the right of education in their mother tongue at the primary

stage. Article 350 B provides for the appointment of a special officer for linguistic minorities to investigate all matters relating to safeguards provided for linguistic minorities under the Constitution and to report to the President upon those matters. The report is laid before each House of Parliament and also sent to Governments of the States concerned.

The Special Officer has been designated as the Commissioner for Linguistic Minorities and has been functioning since 1957. His headquarters are located at Allahabad.

The Commissioner is assisted by an Assistant Commissioner, one Superintendent and other staff.

ATTORNEY-GENERAL FOR INDIA

AN ADVOCATE-GENERAL for each of the three Presidencies of Bengal, Madras and Bombay was appointed for the first time under the provisions of the Government of India Act of 1919. The Advocate-General of Bengal acted as the Law Officer not only to the Bengal Government but also to the Government of India. A separate Advocate-General for the Federal Government was appointed under the Act of 1935, which provided that he "shall hold office during the pleasure of the Governor-General" and his appointment, etc., "should be in the exercise of the individual judgement of the Governor-General". This position regarding the Advocate-General continued till the adoption of the present Constitution of India in 1950.

The Constitution of India provides (Art. 76) that the President shall appoint a person, who is qualified to be appointed a judge of the Supreme Court, to be the Attorney-General for India. The Attorney-General will hold office during the pleasure of the President who also determines his remuneration.

The main functions of the Attorney-General are to advise the Government of India on such legal matters, and to perform such other duties of a legal character, as may from time to time, be referred or assigned to him by the President. He also discharges the functions conferred on him by or under the Constitution or any other law in force.

Unlike the practice in United Kingdom, where the Attorney-General is almost invariably a Member of the House of Commons (and is appointed

on the advice of the Government with which he goes out of office), the Attorney-General in India has no political association with the Union Council of Ministers. The Constitution of India has, however, provided him the right to speak in and otherwise take part in the proceedings of either House of Parliament, in joint sitting of the Houses and Committees of Parliament, of which he may be named a member but he is not entitled to vote by virtue of this right. In the performance of his duties the Attorney-General has the right of audience in all courts in the country.

In view of the increase in the work of the Attorney-General, a Solicitor-General for India was appointed in 1951 and an Additional Solicitor-General in September 1957. All these three law officers, enjoy remuneration and other conditions of service as specified in the Law Officers (Appointment and Conditions of Service) Rules, 1961.

A Law Officer holds office for a term of five years from the date on which he enters upon his office; he is, however, eligible for reappointment. He advises the Government of India upon legal matters and appears in the Supreme Court or in any High Court on behalf of the Government of India in cases in which the Government is a party. He also represents the Government of India in any reference made by the President to the Supreme Court under Article 143 of the Constitution. For the performance of these duties, he is paid, in addition to a monthly retainer, a daily fee for the days he appears in any High Court on behalf of the Government of India. He also receives the costs, awarded to the Government of India, in respect of fees payable to a law officer in cases before the Supreme Court, if recovered.

A Law Officer can accept private briefs and engagements, except that he cannot give advice or hold briefs in cases in which the Government of India is a party. He cannot defend accused persons in criminal prosecutions or accept appointment as Director in any company or corporation without the permission of the Government of India.

PERSONNEL ADMINISTRATION

THE NEED FOR a regular civil service in India was felt by the East India Company in the 18th century when instead of remaining a body of traders it got involved more and more in the government of the country. Lord Cornwallis (1786-93) was the first to reorganise the administrative branch of the Company's service. The reorganisation was based on three main principles, *viz.*, civil servants should not engage in trade or receive presents; civil servants should be paid a handsome salary; and the principal administrative posts should be manned by the members of the Convenanted Civil Service. The service was so called from the covenants which its members had to execute with the Company.

Nominations to the Service were made by the Directors until 1853 when this right was withdrawn by an Act of the British Parliament and from 1855 appointments were made on the basis of open competition. All natural born subjects of the British Government, whether Indians or Europeans, were eligible to compete. Owing, however, to various difficulties, specially difficulties attendant on a voyage to England, the number of Indians who were taken by this means was small. As in course of time the need for more Indians in the higher ranks came to be felt, an Act of Parliament passed in 1879 provided for the appointment of Indians to the covenanted posts by nomination, according to rules to be framed by the Government of India. The Government of India, however, took 9 years in framing these rules which empowered the Governor-General in Council to appoint

Indians "of good family and social standing" to the posts of Covenanted Civil Service to the extent of one-sixth of the appointments made by the Secretary of State for India for the year. This came to be called the Statutory Civil Service. This scheme failed to meet the demand for greater representation of Indians in the higher branches of the public services. The demand for the raising of the maximum age limit and the holding of simultaneous examinations in England and India also gained ground.

In 1886, a Commission was appointed under the Presidentship of Sir Charles Aitchison, the then Lt. Governor-General of Punjab, to consider specially the extent and the grounds of dissatisfaction felt by the Indians at the prevailing system. The Commission recommended the abolition of the term 'Covenanted Service' and the division of all services into Imperial, Provincial and Subordinate Services. It also recommended that the number of appointments reserved for the members of the Indian Civil Service, in accordance with the Indian Civil Service Act of 1861, should be transferred to the Provincial Civil Service, recruitment to which should be separately made in India in each province. The Commission suggested the raising of the maximum age limit for candidates at the open competitive examination in London to 23 years, and was against the holding of examinations in India. The recommendations of the Commission were approved in general by the Government of India and the Secretary of State and the system of nomination to the Statutory Civil Service was abandoned. The terms 'Covenanted' and 'Uncovenanted' Service were also abolished. Admissions to the provincial services were regulated by rules framed by the provincial governments and approved by the Government of India.

These measures, however, failed to satisfy the aspiration of the educated class in India. Consequently a Royal Commission on Public Services was appointed in 1912 under the Chairmanship of Lord Islington, to examine and report on the existing limitations in the employment of Indians in the superior civil services as well as on the working of the existing system of division of services into 'Imperial' and 'Provincial'. The Commission recommended that for 25% of the posts in two of the most important services viz., the Indian Civil Service and the Indian Police, recruitment might be made in India. This represented the pattern underlying the recommendations made with regard to recruitment for other superior services for which different percentages for recruitment in England and in India were suggested.

Before the report of the Islington Commission could be taken into consideration the facts upon which it was based had substantially changed and an entirely new policy to ensure increasing association of Indians in every branch of administration and the gradual development of self-governing institutions with a view to the progressive realisation of responsible government in India as an integral part of the British empire was announced by the Secretary of State for India on August 20, 1917. In pur-

suance of this declaration, the Secretary of State visited India in the winter of 1917-18 and in collaboration with the then Viceroy of India made detailed enquiry on the spot. The result of this enquiry was embodied in the Montagu-Chelmsford Report on Indian Constitutional Reforms which was published in 1918.

With regard to the recommendations of the Islington Commission that twenty five percent of the superior posts of the Indian Civil Service should be recruited in India, the authors of the Montagu-Chelmsford Report felt that changed conditions warranted some increase in the proportion and accordingly they suggested that thirty three per cent of the superior posts in the Indian Civil Service should be recruited for in India and that this percentage should be increased by $1\frac{1}{2}$ per cent annually until a periodic commission was appointed to re-examine the whole subject. The Report also recommended that there should be, in all other services recruited for in England, a fixed percentage of recruitment in India increasing annually.

The orders regarding the Indianisation of the services as recommended by the Islington Commission were passed in 1919, and in 1920, in the light of the suggestions contained in the Indian Constitutional Reforms Report.

The Montagu-Chelmsford Report formed the subject of lengthy and elaborate discussion in India and in England and out of it finally emerged the Government of India Act of 1919. Section 96 C of the Act provided for the establishment in India of a Public Service Commission which would discharge in regard to recruitment and control of public services in India such functions as might be assigned to it by the rules to be made by the Secretary of State for India.

The orders on the recommendations of the Islington Commission which were passed during the years 1919-20 failed to meet the situation. At the same time the immediate effect of the passing of the Government of India Act of 1919 was reduction in European recruitment. While the Secretary of State for India was busy in going into these problems the Government of India was being pressed for accelerating Indianisation. There was thus a need for a fresh and comprehensive enquiry into the matter and this led to the appointment in June 1923, of a Royal Commission on the Superior Civil Service in India under the Chairmanship of Viscount Lee of Fareham.

The Lee Commission recommended that appointments to the All-India Services in the 'Reserved' fields of administration should continue to be made by the Secretary of State for India and as regards the Services included in the "Transferred" fields it recommended that the personnel required for these branches of administration should be recruited by Provincial Governments. Regarding Central Services, that Commission recommended that appointments to certain specified services should be made by the Secretary of State and to the rest by the Government of India. It also recommended for the early setting up of a Public Service Commission as provided

in the Act of 1919.*

Following the report of the Lee Commission, one-fifth of the vacancies in the Indian Civil Service were filled by promotion from the Provincial Services and one-half of the remaining vacancies were filled by Indians and provision was made for the progressive Indianisation of other Imperial Services. Consequent on the devolution of powers in certain matters to the Provincial Governments, recruitment of Imperial Services concerned with some of the transferred subjects ceased after 1924; in particular recruitment for the Indian Education, Agriculture, Veterinary and Engineering (Roads and Buildings) Services was stopped and new Provincial Services were created in their place. The Public Service Commission, as provided by the Government of India Act of 1919 and also recommended by the Lee Commission, was set up in 1926.

Under the Government of India Act of 1935, only three Services, *viz.*, Indian Civil, Police and Medical Services were kept under the control of the Secretary of State as regards recruitment and making of rules relating to conditions of service covering pay, leave and pension, and certain other matters. The rest of the Services were placed under the control of the authorities in India. The final control was vested in the hands of the Governor-General in case of Services working under the Central Government and the Governor in case of persons working in the Provinces.

Due to World War II the position as regards the Civil Services continued more or less in the same form till Independence. With the coming into force of the Indian Independence Act, 1947, the authority of the Secretary of State to make appointments to the Civil Services ceased to exist. The Act also provided that Civil Servants appointed by the Secretary of State or Secretary of State in Council and serving the Government of India shall continue to enjoy the same conditions of service in respect of remuneration, leave and pension, and the same rights as regards disciplinary matters or other such rights as they were entitled to earlier.

After Independence, the Government of India had to pay immediate attention to the various problems of the Civil Services. Large gaps, created in the two all-India services and the Central Services by the departure of a large number of British and Muslim officers, had to be filled. As a result of the constitutional changes (of 1947), an Indian Foreign Service had also to be constituted. The two all-India services were renamed as Indian Administrative Service and the Indian Police Service. In addition to direct recruitment, emergency recruitment was made for the two all-India and other Central Services by the Special Recruitment Board in 1948.

The I.A.S. Training School and Central Police Training College were set up in 1947 and 1948 respectively to provide training to the new entrants

* For detailed recommendations of the Lee Commission regarding the setting up of the Public Service Commission, see chapter XXIX on Union Public Service Commission.

to IAS and IPS. In 1948, another training institution, the Secretariat Training School was established to provide pre-service training to the Central Secretariat staff of the level of Section Officers and below. An IAS Staff College was set up in 1957 to conduct refresher courses for officers with about 10 years of service. In 1959, the National Academy of Administration was established by merging the IAS Training School and the IAS Staff College. The Central Police Training College was renamed as the National Police Academy in 1967.

II. *Service Structure*

In India, Government is the largest single employer of all but the manual workers. There are many different types of jobs of varying importance to be done. Specially after Independence there has been an enormous expansion of the activities and obligations of Government in scope, volume and complexity.

This has resulted in the steady increase in the number of employees under the Government of India. The following table gives the number of civilian employees under the Central Government including work charged personnel, staff paid from contingencies and local recruits in Indian Missions abroad, for some of the years since Independence:

<i>Year</i>	<i>Employment (lakhs)</i>
1948	14.44
1956	17.92
1960	20.25
1965	26.37
1966	27.10

The service structure and staffing arrangements in India have grown and developed from time to time to meet the nature and volume of administrative tasks devolving upon the Government. The present service structure, though not unified, is balanced enough for the purpose of carrying out specialised work as well as tasks of a general nature and tasks requiring co-ordination and integration of work of diverse character. At the core of the services structure, there are the generalist-administrator services, all-India and State, charged with the responsibility of assisting the political executives with policy-making and also with the duty of ensuring the execution of government policies.

The actual execution of government policies and programmes is however entrusted either to the executive wings of the generalist service or to the functional services. The functional services have been set up where the type of work involved is primarily of a specialised nature and it is volumi-

ous enough to require a separate service. The Income-tax, Customs, Excise, and Audit & Accounts Services are examples of functional services.

The pyramid of the functional or specialised services runs, in some cases, to the top-most secretariat posts—these posts are staffed by general administrators or function-specialists depending upon the exigencies of the situation. These services are manned by persons of graduated age and specialised experience specifically recruited for occupying a group of posts in a particular category. Fresh entry into these services is nearly always at the lowest level and as the new recruits grow in age and experience they hold increasingly more responsible posts in the hierarchy. Closely allied with the functional are the specialist services and cadres recruitment to which is made on the basis of professional qualifications and experience. Where the magnitude of work is not large enough *ad hoc* specialist posts have been provided for. The main specialist services are those of Engineering, Education, Forest, etc.

The system of separate functional services for carrying out distinct functions does not exist in all countries. Three factors primarily responsible for its development are: (1) the need for differentiation between policy-making and execution; (2) the geographical size of the country and the large magnitude of governmental work; and (3) the specialist nature of certain operations. The consideration of separation of policy-making functions from the work of their actual execution is of paramount importance in the administration of any democratic country. The vastness of the territory to be covered by a particular activity of the Government has been a major force making for the organisation of certain service on a functional basis. This factor has, for the activities of the government as a whole, led to regionalisation of the administrative machinery in the country—breaking the country into a number of States, each State into a number of Divisions, each Division into a number of District and each District into a number of Taluks and so on. It has also necessitated an overall staffing pattern of generalist-administrator type designed to provide a hierarchy of officers for the purpose of co-ordination and unified direction at each level. In all work relating to the formulation of policies, the generalist-administrators, however, consult the heads of the functional and specialist services; the policy, in fact, is a joint product of both.

The third factor—the growing specialisation of work in certain branches of government activity—has become increasingly important in recent years due to the acceptance of the Welfare State and a socialist pattern of society as the national goals. It has given a new impetus to the organisation of functional and specialist services. Two examples of such services set up at the Centre are: The Central Health Service and the Central Legal Service.

Although the growing needs of the country demand separate services for specialised functions, the practice is gaining ground to have a freer flow of officers, with administrative experience and insight, from one activity to

another at the higher levels of the hierarchy in order to build a nucleus of higher administrative personnel.

The present system of service classification in India is both vertical and horizontal. The services are classified vertically according to the type of work done. Under the concept of vertical classification, there are three main categories: (1) Generalist-Administrative services, *e.g.* the Indian Administrative Service and the State Civil Services; (2) Functional Services, *e.g.* the Income-tax Service, the Indian Audit & Accounts Service, the Central Customs Service, the Central Excise Service, the Indian Foreign Service; and (3) Specialist Services, *e.g.* the Health Service, the Engineering Service, etc. The generalist-administrative services are primarily concerned with work relating to the administration of the land revenue system and regulatory functions of government; their personnel have, however, also been employed in recent years to look after industrial and commercial activities of the State. In a broad sense, these administrative services are also functional by nature.

The horizontal classification of service is based on the degree of the importance of work and the nature and scale of responsibilities involved. The services are horizontally classified into 4 categories, *viz.*, Class I (posts carrying a scale of pay with a maximum of Rs. 950 and above); Class II (Posts carrying a scale of pay with a maximum of Rs. 575 or more but less than Rs. 950); Class III (posts carrying a scale of pay with a maximum of Rs. 110 or more but less than Rs. 757) and Class IV) posts carrying a scale of pay with a maximum of less than Rs. 110).

In India, there are separate Civil Services for each of the constituent States and for the Union Government. Besides there are some services common to the Union and the States and these are known as All-India Services. At present, there are only three such services, the Indian Administrative Service, the Indian Police Service, and the Indian Forest Service.* But the Constitution of India (Art 312) provides that the Parliament may by law create one or more All-India Services in case the Rajya Sabha has declared by resolution, supported by not less than a two-thirds majority of the members present and voting, that it is necessary or expedient in the national interest to do so.

The recruitments and the conditions of service of persons appointed, to the All-India Services are regulated by the rules made under the All-India Services Act of 1951. The members of these Services, though recruited centrally, are allotted to the various State Governments. They belong to the Indian Administrative Cadre and the Indian Police Cadre of the State.

* The Rajya Sabha adopted a resolution in December 1961 for the creation of three additional All-India Services, *viz.*, the Indian Service of Engineers, the Indian Forest Service and the Indian Medical and Health Service. Of these, the Indian Forest Service has been constituted and the initial constitution of the Indian Medical and Health Service is underway.

The Union Government may, however, call them on deputation for specific periods of time. In matters, such as promotion, transfer, etc., the State Governments exercise full control over them. The present pay scales of the IAS and the IPS are given below. Those officers, who were appointed before these new scales of pay were introduced and who did not opt for them, continue to draw salaries and allowances according to old scales.

Indian Administrative Service

Junior Scale: Rs. 400-400-500-40-700-EB-30-1000.

Senior Scale: (a) Time Scale: Rs. 900-50-1000-60-1600-50-1800.

(b) Selection Grade: Rs. 1800-100-2000.

There are also super time-scale posts carrying pay between Rs. 2150 and Rs. 3500.

Indian Police Service

Junior Scale: Rs. 400-400-450-30-600-35-670-EB-35-950.

Senior Scale: Rs. 740 (6th year or under)-40-1100-50/2-1250-50-1300.

Selection Grade: Rs. 1400/-.

Deputy Inspector General of Police: Rs. 1600-100-1800.

Commissioner of Police, Calcutta & Bombay: Rs. 1800-100-2000.

Inspector General of Police: Rs. 2500-125/2-2750.

Director, Intelligence Bureau: Rs. 3000/-.

The Various Central Services administer the subjects which are under the jurisdiction of the Union Government, such as, foreign affairs, income-tax, customs, railways, posts and telegraphs, etc., and come wholly under the Union Government. These services, which fall under two broad categories, are as follows:

(a) *Central (Non-Technical) Services*

- (1) The Indian Foreign Service.
- (2) The Indian Audit & Accounts Service.
- (3) The Indian Customs & Excise Service.
- (4) The Indian Income Tax Service (Class I).
- (5) The Indian Postal Service (Class I).
- (6) The Indian Defence Accounts Service.
- (7) The Indian Railway Accounts Service.
- (8) The Indian Railway Traffic Service.
- (9) The Military Lands & Contonments Service (Class I & II).
- (10) Railway Board Secretariat Service.

- (11) Customs Appraisers Service (Class II).
- (12) Indian Ordnance Factories Service (Class I) (Non-Technical Cadre).
- (13) The Indian Economic Service.
- (14) The Indian Statistical Service.
- (15) The Central Information Service (Grade II), Class I.

(b) *Central Technical and Scientific Services*

- (1) Central Engineering Service (Class I & II).
- (2) Central Electrical Engineering Services (Class I & II).
- (3) Indian Railway Service of Engineers.
- (4) Indian Railway Service of Signal Engineers.
- (5) Indian Railway Service of Electrical Engineers.
- (6) Indian Railway Service of Mechanical Engineers.
- (7) Telegraph Engineering Service (Class I).
- (8) Telegraph Traffic Service (Class I).
- (9) Military Engineering Service (Class I).
(Buildings and Road Cadre, and Electrical and Mechanical Cadre)
- (10) Indian Ordnance Factories Service (Class I).
- (11) Survey of India (Class I & II) Services.
- (12) Indian Supply Service (Class I).
- (13) Central Water Engineering Service (Class I).
- (14) Central Engineering Service (Roads) (Class I).
- (15) Indian Railway Stores Service.
- (16) Central Power Engineering Service (Class I).

The following are the scales of pay for the different categories of Central Services:

Indian Foreign Service

Junior Scale—Rs. 400-400-500-40-700-EB-30-1000.

Senior Scale—Rs. 900 (6th year and under)-50-1000-60-1600-100/2-1800 (25 years).

In addition, there are super-time scale posts carrying pay between Rs. 1800 and Rs. 3500 to which IFS Officers are eligible for promotion.

Indian Audit & Accounts Service

Time Scale of the I.A. & A.S.—Rs. 400-400-450-30-510-EB-700-40-1000 50/2-1250.

Junior Administrative Grades Rs. 1300-60-1600 and 1600-100-1800.

Senior Administrative Grades Rs. 1800-100-2000 and 2000-125-2250.

Deputy Comptroller & Auditor-General Rs. 3000/-

Indian Customs and Central Excise Service

Time Scale (Superintendent of Central Excise Class I, Asstt. Collectors of Central Excise Class I and Asstt. Collectors of Customs)—Rs. 400-400-450-30-510-EB-700-40-1100-50/2-1250.

Deputy Collectors of Customs Rs. 1100-50-1300-60-1600.

Collector of Customs Grade II—Rs. 1300-60-1600.

Collector of Customs Grade I—Rs. 1800-100-2000-125-2250.

Deputy Collector of Central Excise—Rs. 1100-50-1300-60-1600.

Collector of Central Excise Grade II—Rs. 1600-100-1800 and 1300-60-1600.

Collector of Central Excise Grade I—Rs. 1800-100-2000-125-2250.

Indian Defence Accounts Service

Scale of Class I Posts:—Rs. 400-400-450-480-510-EB-700-40-1100-1100-1150-1150-1200-1200-1250.

Junior Administrative Grade Rs. 1300-60-1600

Rs. 1600-100-1800 (Selection Grade).

Senior Administrative Grade—Rs. 1800-100-2000-125-2250.

Controller General of Defence Accounts—Rs. 2750.

Indian Income-tax Service Class I

Income-tax Officer, Class I:—Rs. 400-400-450-30-510-EB-700-40-1100-50/2-1250.

Asstt. Commissioner of Income-tax Rs. 1100-50-1300-60-1600.

Commissioner of income-tax (Gr. II) 1600-100-1800.

Commissioner of Income-tax (Gr. I) 1800-100-2000-125-2250.

Indian Postal Service (Class I)

Time Scale: Rs. 400-400-450-30-510-EB-700-40-1100-50/2-1250.

Directors of Postal Services: Rs. 1300-60-1600.

Postmasters-General: Rs. 1800-100-2000-125-2250.

Members, Posts & Telegraphs Board: Rs. 2250-125/2-2750.

Senior Member, Posts & Telegraphs Board: Rs. 3000/-.

Indian Railway Accounts Service

Junior Scale: Rs. 400-400-450-30-600-35-670-EB-35-950.

Senior Scale: Rs. 700 (6th year and under)-40-1100-50/2-1250.

Junior Administrative Grade: Rs. 1300-60-1600.

Senior Administrative Grade: Rs. 1800-100-2000-125-2250.

Indian Railway Traffic Service

Junior Scale: Rs. 400-400-450-30-600-35-670-EB-35-950.

Senior Scale: Rs. 700 (6th year and under)-40-1100-50/2-1250.

Junior Administrative Grade: Rs. 1300-60-1600

Intermediate Administrative Grade: Rs. 1600-100-1800.

Senior Administrative Grade: Rs. 1800-100-2000-125-2250.

Military Lands & Cantonments Service (Class I & II)

Executive Officers Class II—Rs. 350-25-500-30-590-EB-30-800-EB-830-35-900.

Deputy Asstt. Directors, Military Lands & Cantonments; and Military Estates Officers & Executive Officers Class I—Rs. 400-400-450-30-510-EB-700-40-1100-50/2-1250.

Assistant Director—Rs. 1100-50-1400.

Deputy Directors, Military Lands & Cantonments—Rs. 1300-60-1600.

Joint Director, Military Lands & Cantonments—Rs. 1600-100-1800.

Director—Rs. 1800-100-2000-125-2250.

Railway Board's Secretariat Service

Assistant: Rs. 210-10-290-320-EB-15-425-EB-15-530.

Section Officer: Rs. 350-25-500-30-590-EB-30-800-EB-30-830-35-900.

Asstt. Director/Under Secretary—Rs. 900-50-1200.

Direct recruitment is made to the posts of Section Officers and Assistants.

Customs Appraisers Service, Class II

Prescribed Scale: Rs. 350-25-500-30-590-EB-30-800-EB-830-35-900.

Principal Appraisers—Rs. 600-35-950.

Indian Ordnance Factories Service Class I (Non-Technical Cadre)

Assistant Managers—Rs. 400-400-450-30-600-35-950.

Deputy Manager/Deputy Assistant Director General—Rs. 700-40-1100-50/2-1250.

Manager/Senior Deputy Director General: 1100-50-1400.

Assistant Director General Grade II: Rs. 1300-60-1600.

Assistant Director General Grade I: Rs. 1800-100-2000.

Deputy Director General: Rs. 2000-125-2250.

Central Information Service

Grade II—Rs. 400-400-450-30-600-35-670-EB-35-750.

Grade I—Rs. 700-40-1100-50-2-1250.

Junior Administrative Grade—Junior Scale: Rs. 1100-50-1400.

Junior Administrative Grade—Senior Scale: Rs. 1300-60-1600.

Senior Administrative Grade—Junior Scale: Rs. 1600-100-1800.

Senior Administrative Grade—Senior Scale: Rs. 1800-100-2000.

Selection Grade: Rs. 2500.

Indian Economic Service/Indian Statistical Service

Grade IV (Asstt. Director) Rs. 400-400-450-30-600-35-670-EB-35-950.

Grade III (Deputy Director) Rs. 700-40-1100-50-1250.

Grade II (Joint Director) Rs. 1100-50-1400.

Grade I (Director) Rs. 1300-60-1600-100-1800.

Besides the above mentioned, there are three other Central Services for manning posts in the Central Secretariat, *viz.*, the Central Secretariat Service, the Central Secretariat Stenographer's Service and the Central Secretariat Clerical Service.

The Central Secretariat Service is organised as follows:

- (a) Selection Grade (Deputy Secretary & equivalent). Scale of pay: Rs. 1100-50-1300-60-1600-100-1800.
- (b) Grade I (Under Secretaries & equivalent) Scale of pay Rs. 900-50-1200.
- (c) Grade II (Section Officers and equivalent)—Rs. 350-25-500-30-590-EB-30-830-35-900.
(Persons appointed by promotion or transfer are entitled to a minimum pay of Rs. 400).
- (d) Grade III (Assistants)—Rs. 210-10-290-15-320-EB-15-425-EB-15-530.

The present Grade II for Section Officers and equivalent has been formed on the merger of the two grades of Superintendents and Assistant Superintendents into one single Grade. This was done on the recommendations of the Second Pay Commission. Officers in the Selection Grade and Grade I are in Class I service of the Government of India. Grade II and Grade III are treated as in Class II Service. However, persons in Grade II who were in Class I, before the merger of two old grades of Superintendents and Assistant Superintendents retain the status of Class I Officers.

The Central Secretariat Stenographer's Service is organised into the following two grades:

Grade I Rs. 350-25-600. (Class II).

(Persons appointed by promotion to grade I are entitled to minimum pay of Rs. 400).

Grade II Rs. 210-10-290-15-320-EB-15-425-EB-15-530.

The Central Secretariat Clerical Service is organised into the following two grades:

Grade I (Upper Division Clerks) Rs. 130-5-160-8-200-EB-8-256-EB-8-280.

Grade II (Lower Division Clerks) Rs. 110-3-131-4-155-EB-4-175-5-180.

Both these grades are included in class III services of the Government of India.

In 1962, the Central secretariat staff upto Section Officers was placed under the control of various administrative Ministries. This control was till then vested in the Union Home Ministry, which allotted the employees to the various Ministries. Under the new system, Grade II (section officers) and Grade III (Assistants) of the Central Secretariat Service, Grade I & II of the Central Secretariat Stenographer's Service, and Grade I (UDC) and Grade II (LDC) of the Central Secretariat Clerical Service have been split up into Ministry-wise cadres (which includes the non-Secretariat "participating" offices under each Ministry also). Each such cadre is controlled and managed by the Ministry concerned. Direct recruitment to these grades (except Clerical Grade I U D C), where appointments are made by promotions) continues to be made as usual, through the UPSC. The rules for these examinations are framed by the Ministry of Home Affairs. The allotment of candidates to various Ministries from such examinations is the responsibility of the UPSC except in respect of Section Officers Grade, for which the Ministry of Home Affairs is in-charge.

Promotions to these grades are also made Ministry-wise. However, in order to avoid large disparities in the pace of promotions in different Ministries, certain minimum standards as to length of service have been laid down for promotion from one grade to another. If persons satisfying this minimum standard are not available in a particular Ministry, selections are made from persons in other Ministries meeting this qualification. The Ministry of Home Affairs maintains a list of such persons in the various Ministries and the selection is made by the Ministry concerned from amongst names furnished by the Ministry of Home Affairs.

The Selection Grade and Grade I of the Central Secretariat Service continue to be a single combined all-Secretariat cadre controlled and managed by the Ministry of Home Affairs. Promotions to these posts are also made on an all-Secretarial basis.

For the senior posts namely those of Secretary, Additional Secretary, Joint Secretary and equivalent, the Central Government does not have a separate service of its own to man them. All these are selection posts and are filled on a tenure basis by the officers of the ICS, IAS and Central Services, including the Central Secretariat Service and they carry the following scales of pay:

(a) Secretary and Equivalent	Rs. 3500
(b) Additional Secretary and Equivalent	Rs. 3000
(c) Joint Secretary & Equivalent	Rs. 2500-125/2-2750.

In case these posts are held by I.C.S. and pre-1931 officers, they are allowed Rs. 4000, Rs. 3500, and Rs. 3000 for posts (a), (b) and (c) respectively.

III *Recruitment*

The Constitution of India provides for the setting up of the Union Public Service Commission and the State Public Service Commissions. These Commissions, in addition to their other functions concerning recruitment to government services, conduct examinations for appointment to services of the Union and States.* The role of the Commission is advisory; the ultimate authority for appointment being given to the executive. But in order to ensure that the Commission's advice receives due weightage, the Constitution lays down that whenever departures are made from the line of action suggested by the Commission, the executive has to give adequate justification to the legislature for doing so.

Recruitment to the All-India Services and the Central Services Class I and II are made on the basis of an open competitive written examination conducted every year by the Union Public Service Commission. The written examination is supplemented by a personality test, limited to candidates who attain a certain minimum standard in the written examination. Till 1956, a candidate was required to secure at least 35 per cent marks in this personality test in order to qualify for appointment to a service. But no qualifying marks are now prescribed; the total marks in the written papers and the personality test taken together determine the final merit list.

Recruitment to the All-India Services is also made by promotion of substantive members of the State Civil Services and State Police Services. Appointments to the Central Services, may also be made by promotion. As regards posts in the Central Secretariat, the higher posts namely those of Secretary, Additional Secretary, Joint Secretary and equivalent are filled on a tenure basis by the officers of the Indian Civil Service, Indian Administrative Service, and Central Services including the Central Secretariat Service. These posts are all selection posts. In the Central Secretariat Service itself, appointments from the Grade of Section Officer to Grade I (Under Secretary and equivalent) and from the latter to the Selection Grade (Deputy Secretary and equivalent) are made entirely by selection on the basis of merit. One-third the number of vacancies in the grade of Section Officers are filled by direct recruitment on the result of the combined competitive examination held for recruitment to the All-India Services and the Central Services, and the remaining two-third by promotion from the grade of Assistants. Half the number of vacancies in the grade of Assistants are filled by direct recruitment on the results of open competitive examinations held by the U.P.S.C. and the remaining half by promotion from the clerical grades.

In the case of Clerical Service, recruitment to Grade II (Lower Division

* For detailed functions of the Union Public Service Commission, refer to Chapter

Clerks) is made on the basis of open competitive examinations held by the UPSC. The posts in Grade I (Upper Division Clerks) are all filled by promotions from Grade II.

Recruitment to civil posts, which are not borne on the cadre of any All-India or Central Service, is made on a competitive basis after open advertisement. There is no written examination, and selection is made on the basis of qualifications, experience and records of the candidates; supplemented by the results of an interview confined to those who, from the information furnished in their application, etc., appear fit for consideration. The interviews are generally held by a board presided over by a member of the UPSC, which may have one or more other members of the Commission, and one or two independent advisers who have special qualifications and experience in the line. In addition, one or more representations of the employing Ministry are also present at these interviews.

Recruitments to the various Class I Engineering Services are made on the basis of results of examination conducted by the UPSC. Recruitments to other technical and professional posts are made on the basis of interviews held by the UPSC after open advertisements of posts.

IV *Training*

While recruitment is the job of the Union Public Service Commission, training of the civil servants is the responsibility of the Government. The object of training and its system have undergone a radical change since Independence. The training is now aimed at developing the civil servant's capabilities and broadening his outlook, apart from providing him the knowledge and teaching him the skill, required for a particular job or service.

Prior to 1959, the entrants to the two All-India and the other Central Services were trained at different training centres. At present, entrants to the All-India and the Central Services (Class I—non-technical) have all to undergo a five months foundational course at the National Academy of Administration. This combined foundational course has been introduced to give the probationers an understanding of the constitutional, economic and social framework within which they have to function. The courses cover, subjects like Indian culture, the Constitution of India, Public Administration, Indian Economy, State and the Social Services, Science and Technology, Law, Elementary Psychology, and Hindi.

After completing the combined foundation training, the candidates belonging to the various services disperse to their respective training centres. Further training is, more or less, specialised for the service to which a candidate belongs. Period of training is different for various services and it is conducted in two different manners:

- (i) Institutional training (for Administrative, Police, Audit & Accounts,

- and Income-tax Services); and
(ii) training under the guidance of senior and experienced officers (for Defence Accounts, Customs, Postal Services, etc.).

With a few exceptions, systematic arrangements for post-entry training do not exist for the Class II and subordinate services. Here the emphasis is on on-the-job training. However, a few Departments run staff colleges or training institutions to train their employees. The Railway Ministry runs a staff college for training its employees. Similarly, the Posts & Telegraphs and the Central Excise Departments run training institutions for their staff. The courses at these institutions are practical and the subjects relate to the work in the Departments.

Training courses for direct recruits to the grades of Assistants and Section Officers of the Central Secretariat Service are conducted at the Secretariat Training School. Pre-entry training to the officers of the Indian Statistical Service is provided at the Training Unit of the Central Statistical Organisation with the assistance of the Indian Statistical Institute. Similar training for the officers of the Indian Economic Service is organised at the Institute of Economic Growth. For the rest of the services, the training is on the job, under experienced officers.

Refresher courses have assumed great importance during last ten years or so. The National Academy of Administration conducts refresher courses for officers of the Indian Administrative Service with 6 to 10 years' service. The refresher course consists of study of administration in specialised branches, discussions on administrative difficulties and pooling of experience gathered by officers in the field in different states. The Secretariat Training School runs refresher courses for Section Officers, Assistants and Upper Division Clerks.

In-service training has got further impetus with the decision of the Government of India to organise a number of short-term training programmes in executive development for Government officers working at the Centre as well as in the States. These programmes are organised at the Indian Institute of Public Administration and are meant for officers of the rank of Deputy Secretary to the Government of India (or equivalent post) or above. The training programmes conducted, so far, are on 'Social Welfare Administration', 'Development Administration', 'Budgeting and Expenditure Control', 'Problems and Techniques in Plan Formulation at the State Level', and 'Economic Decision Making'.

V Working Conditions

System of Pay: The Establishments of all offices in the Government of India are divided into two broad categories, *viz.*, (i) Gazetted, and (ii) Non-Gazetted. All Gazetted officers are "self-drawing officers" in so far as their salary and allowances are concerned. The appointment of the Gazetted

officers is notified in the Gazette of India. An advance copy of the Gazette Notification along with a copy of the letter of appointment is sent to the concerned Audit or Pay and Accounts Officer. The Audit Officer issues to the officer an authority known as "pay slip" authorising him to draw his pay and allowances at the rate shown in the authority, from the date of his appointment onwards. On the basis of this authority, the monthly pay bill of the officer is prepared by the office on the prescribed form, which the officer signs since he is a "self-drawing" officer. The pay bill is sent to the Treasury Officer or Pay and Accounts Officer who, after necessary scrutiny, passes the bill for payment.

The pay and allowances of the non-gazetted establishment are drawn on what is known as "establishment pay bill" by an officer of the Department, who is declared drawing and disbursing Officer for the pay bills etc., of the non-gazetted establishment in question. Establishment pay bills are prepared by the Establishment Branch of the office concerned, according to categories of the staff. Thus, one establishment pay bill is prepared for all non-gazetted officials of one category borne on a particular establishment. The establishment pay bills are signed by the authorised drawing and disbursing officers and sent to the Treasury Officer/Pay and Accounts Officer for scrutiny and passing for payment. The Cashier disburses the money drawn to the members of the staff after obtaining their signature on the "acquittance roll" in token of their having received payment.

Hours of Work: Ordinarily, a 39 hours week of work is observed, except in the second week of the month when the number of hours is $32\frac{1}{2}$, Saturday being a holiday. The normal office timings are 10 a.m. to 5 p.m. But timings vary in certain cities and Departments of the Government, but on the whole, the 39 hours a week of work is observed in all Departments.

Non-Gazetted 'office staff' or staff whose prescribed hours and nature of work are comparable to those of "office staff" drawing less than Rs. 500 per month are allowed overtime allowance at prescribed rates if they are required to sit late in office after 7 p.m. on working days or if they are required to attend the office on Sundays and gazetted holidays. The overtime allowance is also admissible to certain categories of supervisory staff who come in direct and continuous contact with the staff they supervise. The over-time allowance is not allowed to intermittent workers, resident clerks and government servants while they are on tour.

Each Ministry has a Resident Clerk, whose hours of work are from 5 p.m. upto 10 a.m. of the following day.

Leave: Government servants in a non-vocation Department are entitled to the following leave:

(a) Casual leave up to 12 days in any calendar year. Technically, a Government servant on casual leave is not treated as absent from duty and his pay is not intermitted. The unavailed portion of casual leave lapses with the calendar year.

(b) *Earned Leave or Privilege Leave:* A Government servant during the first year of his duty earns "Earned Leave" at the rate of $1/22$ nd of the period spent on duty. In the subsequent years, he earns leave at the rate of $1/11$ ths of the period spent on duty.

This leave can be accumulated upto certain limit, depending upon whether they are governed by the leave rules under the Fundamental Rules or under the Revised Leave Rules.

A Government servant is also entitled to half pay leave or leave on half average pay at the rate of 20 days for each completed year of service.

A temporary Government servant is also entitled to extraordinary leave (leave on loss of pay) upto 3 months at any given time. Permanent officers are, however, entitled to extraordinary leave upto 5 years.

Sick Leave: The leave on half pay or half average pay can be granted both on grounds of private affairs as well as on medical grounds. In case of medical grounds, the half pay leave due can be commuted subject to certain overall limits to leave on average pay for a period not exceeding half the period of leave due on half pay. In case of occurrence of a case of an infectious disease in the family of the Government servant, special quarantine leave up to 21 days at a time is also admissible.

Temporary Government servants suffering from tuberculosis or leprosy are also given extra-ordinary leave upto 18 months on any one occasion, in relaxation of the general orders regarding grant of extra-ordinary leave not exceeding three months on any one occasion.

Superannuation: Ministerial Government servants, who entered Government service before April 1, 1938 and held permanent appointment under the Government may be required to retire at the age of 55 years, but are ordinarily retained in service up to the age of 60 years if they continue to be efficient, mentally alert and physically fit. All other ministerial Government servants, who entered service after April 1, 1938 and officers of all other categories were till recently required to retire on attaining the age of 55 years. Since December 1, 1962, the age of compulsory retirement of Central Government servants has been raised from 55 to 58 years.

Promotions and Incentives: In Class I Services, approximately 55% of the posts are held by those directly recruited to that Class, and the rest are filled by promotion. The exact proportion of promotion posts varies from one service to another. Filling up of 25 to 33% of the posts of vacancies arising in a year by promotion is a common practice. In the Central Secretariat all the posts from Under Secretary to Secretary are promotion posts. In case of Section Officers, two-third the number of vacancies are filled by promotion from Assistants. Similarly in case of Assistants 50 per cent of the vacancies are filled by promotion from Clerical Grade I (UDC). Posts in Clerical I (UDC) are all promotion posts.

Broadly speaking, the promotion rules lay emphasis on merit for posts at higher and middle levels, and on seniority-cum-fitness for those in lower

levels. Promotions are made by a Departmental Promotion Committee or other selecting authority which first divides the fields of choice, *i.e.*, the number of eligible officers awaiting promotion who should be considered for inclusion in the "select list", provided, however, that an officer of outstanding merit may be included in the list of eligibles even when he is outside the normal field of choice. Promotions are normally made from this "select list" in the order in which the names are finally arranged. The 'select list' is periodically reviewed.

As regards other incentives, by and large, cash rewards are not offered. Government servants, are, however, given certain other benefits such as greater security of tenure, houses at concessional rates or house rent allowance, liberal leave and pension benefits, medical facilities, etc. Distinguished and highly meritorious work outside the normal duties is sometimes rewarded by cash compensation which is termed honorarium. If outstandingly good work is done on a particular case or an assignment or a problem, it is recognised by recording appropriate observations on the case or by a letter of appreciation under the signature of the Head of Department or under the orders of Government, or a suitable mention is made in the annual report of the Department. If the work for the year as a whole deserves to be classed as "outstanding", it is so mentioned in the annual confidential report, and would probably result in the person concerned being entrusted with enhanced responsibility or his getting accelerated promotion.

Disciplinary Procedure: When the conduct of a Government servant comes under adverse criticism or a complaint is made against him for acts of his conduct, etc., disciplinary proceedings may be initiated against him. Any of the seven penalties mentioned in the Central Civil Services (Classification, Control and Appeal) Rules 1957, may, for good and sufficient reason, according to the procedure prescribed in the Rules, be imposed on the Government servant. The penalties referred to in the Rules have been sub-divided into "minor penalties" like censure, withholding of increments or promotion etc. and "major penalties" like reduction in rank, compulsory retirement, removal or dismissal from service, etc.

The procedure for imposing minor penalties is simple and only requires that orders imposing the penalties should be passed by the prescribed authority only after the Government servant has been informed in writing of the proposal to take action against him and of the allegation on which it is proposed to be taken and is given an opportunity to make any representation that he may wish to make. Wherever the Union Public Service Commission is required to be consulted, this is done.

The procedure for imposing major penalties is more elaborate. Charges are framed on the basis of allegations on which the inquiry is proposed to be held. A written statement from the employee thereon is taken and the disciplinary authority thereafter records its findings on each charge. Some-

times a board of inquiry or an inquiring officer is appointed by the disciplinary authority.

If the disciplinary authority, having regard to the findings, is of the opinion that a major penalty should be imposed, it gives the employee a notice of the proposed action and calls upon him to submit within a specified time such representation as he may wish to make against the proposed action. The disciplinary authority then determines the penalty, after consulting the Union Public Service Commission, where it is necessary.

FINANCIAL ADMINISTRATION

HISTORY OF THE FINANCIAL SYSTEM

THE INDIAN FINANCIAL system was highly centralised till the year 1870. The Charter Act of 1833 vested the superintendence, direction and control of the whole civil and military government and revenues of Madras, Bombay, Bengal and other subordinate governments in the Governor-General of India in Council. The Provinces could not spend the revenue allowed to them in creating any new office or granting any salary, allowance, etc., or on local works of improvements without the prior sanction of the Governor-General in Council. The Acts of 1853 and 1858 continued the Central Government's control over all revenues and expenditure though with the passing of the administration of the country from the East India Company to the Crown in 1858, the final control of the finances got vested in the Secretary of State for India. In 1860, Mr. James Wilson took charge of the Finance Department in India and introduced a proper budget system and reorganised the entire financial system.

The first step towards financial decentralisation was taken in 1870, when administration of education, police, jails, registration, printing, medical services, roads, civil buildings and miscellaneous public improvements with the revenues of the corresponding Departments were transferred to Provincial Governments. In addition to the Departmental receipts, these Governments were given a fixed grant to defray expenditure in excess of

Departmental revenue. Expenditure still remaining uncovered was to be met from local taxation. The scheme of financial decentralisation was taken a step further by Lord Lytton, who in 1877, provincialised important services like land revenue, stamps, excise, law and justice, and general administration. The revenues raised from law and justice, excise and license tax were handed over to the Provinces. Fixed grants from the Central were also continued, although in the case of two Provinces a share of land revenue was assigned in place of a fixed sum.

From 1882, a system of 'divided heads of revenue' was introduced by Lord Ripon. Under this scheme, the Provincial Governments, instead of getting fixed grants from the Centre, were granted the entire yield of some of the sources of revenue and a share in some other Central sources of revenue. The settlements of 1882 were quinquennial, and hence, were revised in 1887, 1892 and 1897 and as the shares of the divided heads were insufficient, the Provinces were given an additional fixed assignment from the land revenue. The settlements, which were made quasi-permanent in 1912, during Lord Hardinge's regime, continued till the Reforms of 1919. A notable development during this period was that the legislature in India was empowered for the first time in 1892 to discuss the financial statement.

Under the Montagu-Chelmsford Reforms of 1919, the 'divided heads' of revenue system was replaced by a complete separation between Central and Provincial sources of revenue. At the time the heads which were divided in all or some of the Provinces were land revenue, stamps, excises, income tax and irrigation receipts. Of these, income-tax and general stamps were to be made entirely Central receipts; and excise, judicial stamps, and revenue and irrigation receipts were to be given wholly to the Provinces. With such a distribution of revenue resources, it was estimated that there would be a large deficit for the Central Government and it was proposed to meet it from Provincial contributions. These contributions were specified by the 'Meston Committee' in 1920 and continued till 1928 when they were abolished. In 1921, the Central Legislature was given the right to vote supplies. The defence expenditures were, however, treated as non-votable items, not requiring the approval of the Legislature. In addition, with a view to off-setting any reduction in the expenditures by the Legislature, the Governor-General was given the power to certify the estimates and issuing them in the form of authenticated statements which then were proposed to the Legislature.

Under the Government of India Act of 1935, India was made a federation and appropriate provisions were included in the Act towards provincial autonomy. The legislative powers were distributed between the Centre and the Provinces as per three lists, *viz.*, the Federal list, the Provincial list and the Concurrent list. Accordingly, the sources of revenue between the Centre and the Provinces were also allocated. The main sources of revenues of the Centre were customs and excise duties, income tax and earnings from

commercial Departments, and those of the Provinces were the land-revenue, irrigation levies and the taxes on agricultural income, professions and trades. The sources of revenue allocated to the Provinces were found to be inadequate by them for their growing needs and hence they demanded a share of certain Central taxes. Sir Otto Niemeyer who was asked to look into this problem recommended in his report (1936) that the Provinces should receive 50 per cent of the net proceeds of the income-tax, *ad hoc* grants and a share of jute export duty. His recommendations were accepted by the Government.

The Constitution of India (1950), which is federal in structure, has distributed the legislative powers between the Centre and the States according to the three lists, *viz.*, the Union list, the State list and the Concurrent list. The residual powers rest with the Centre. The Constitution has, to a large extent, followed the pattern of allocation of revenues between the Union Government and the States as in the Government of India Act of 1935. The Constitution provides for (i) the assignment of taxes raised by the Union Government under Article 269 wholly to the States, (ii) for the obligatory division of the income-tax proceeds between the Union and the States and (iii) for the division, with the approval of Parliament, of the proceeds of Union excise duties and a system of grants from the Centre to the States.

II. PRESENT FINANCIAL SYSTEM

The Constitution of India, alongwith the allocation of subjects, has also distributed the financial resources between the Union and the States. The main sources of revenue of the Union Government are: income tax, super tax, corporation tax, gift tax, wealth tax, estate duty, and customs and Union excise duties. Of these, the estate duty, wealth tax and the gift tax are of recent origin having been first imposed in the year 1953, 1957 and 1958 respectively. A capital gains tax was first imposed in 1947, was abolished from April 1, 1950 and reimposed from April 1, 1956. An expenditure tax was imposed from April 1, 1958 but was abolished from April 1, 1962. It was revived in April 1964 and repealed in April 1966. The profits transferred from the Reserve Bank and contributions by the Railways and Posts and Telegraph are also added to the general revenues of the Union Government. The tax revenues can be grouped as follows: (a) taxes levied and collected by the Union Government and the receipts retained by them, *e.g.*, corporation tax and import and export duties; (b) taxes levied and collected by the Union Government but distributed between the Union and State Governments, *e.g.*, income-tax and union excise duties; (c) taxes levied and collected by the Union Government but assigned to the States, *e.g.*, estate duty; and (d) taxes levied by the Union Government but collected and appropriated by the States, *e.g.*, stamp duties

under the Union list.

The main sources of revenues of the States are land revenues, sales tax, State excise duties, motor vehicles tax, tax on passengers and goods, registration fees and stamp duties, and the share of certain Union taxes and duties. The State Governments also receive from the Union Government statutory and other grants as well as loans for various development purposes. The detailed allocation of the grants-in-aid and the share of Union taxes and duties is made to the States on the recommendations of the Finance Commission. The Commission is set up by the President at the end of every fifth year or earlier under the provisions of Article 280 of the Constitution. The first Finance Commission was appointed in 1951; the second, third, fourth and fifth were appointed respectively in 1956, 1961, 1964 and 1968.

A noteworthy feature of the Indian financial system is that there is a distinct budget for the railways. The railway finances are separate from the general finances to which they make regular contributions each year according to a fixed formula. For the period 1961-66, the dividend was fixed at $4\frac{1}{4}\%$ on the capital-at-charge but it has been raised to $4\frac{1}{2}\%$ from April 1, 1963. On the new capital advanced to the railways with effect from 1st April 1964, the rate was stepped up to 5.75% . With effect from 1966, it was stepped up to 6% . Consequent on the abolition of the tax on railway fares and its merger with the basic fares from April 1961 the railways had been paying a fixed contribution of Rs. 12.5 crores per annum which was distributed among the States as an *ad hoc* grant in lieu of the loss to them from the abolition of the tax. In 1967, this amount was raised to Rs. 16.25 crores. This amount is distributed to the States on the recommendations of the Finance Commission. The posts and telegraphs though they do not have a distinct budget, also maintain separate finances. Under the system prevalent upto 1967; the Posts and Telegraphs Department has been paying, by convention, on its capital-at-charge dividend to General Revenues, calculated at the rate in force from time to time for the railways. In arriving at the capital-at-charge, credit was given from the Department's share of accumulated surplus (Rs. 29.73) crores on 1st April 1960, as a permanent measure. This was reviewed in 1967 and a new basis for the payment of dividend introduced in the same year. In accordance with the new procedure (i) the P & T Department will pay dividend at 4.75% on the net capital advanced upto 1963-64: (in computing this net capital, abatement is provided for the share of accumulated surpluses and further reduced by the balance in the Department's Renewals Reserve Fund till the end of 1963-64); (ii) on the Capital advanced during and after 1964-65 and after excluding the increase in the balance in the Renewals Reserve Fund, a dividend of 6.75% will be payable: and (iii) these rates of dividend will continue to be in force so long as the dividend rate applicable in the case of railways does not undergo any change. In general, the post-1964

rates of dividend applicable to the P & T Department would be 0.75% above the railway rate of dividend even though the latter is to be fixed from time to time and in case the P & T Department are unable to pay due dividend, the General Revenues will make an interest bearing advance to the P & T Revenue Reserve Fund to cover the short fall as well as meeting the deficit.

All receipts and disbursements of the Union Government are kept in two separate parts—the consolidated Fund and the Public Account. All revenues received, loans raised and money received by the Union Government in repayment of loans go together from the Consolidated Fund of India. No money can be withdrawn from this fund except under the authority of an Act of Parliament. All other receipts and disbursements such as, deposits, service funds, remittances, etc., go into the Public Account which is not subject to the vote of Parliament. In addition, there is a Contingency Fund, set up under Article 267(1) of the Constitution with a balance of Rs. 15 crores, for making advances for urgent unforeseen expenditure, which are recouped to the Fund by payments from the Consolidated Fund, after obtaining Parliamentary sanction for such expenditure. The Constitution also provides for the establishment of a Consolidated Fund and a Public Account for each State. The States also have Contingency Fund to meet unforeseen needs pending legislative authorisation.

III. FINANCIAL CONTROL

(a) *Parliamentary Control*

The Constitution of India provides that no taxes can be levied or collected except by the authority of law and no moneys appropriated for expenditure except in accordance with law and for the purposes and in the manner provided in the Constitution.

The Constitution has also prescribed a special procedure in respect of money bills. A money bill cannot be introduced in the Rajya Sabha (Council of States). It is, however, to be transmitted to that House for its recommendations. The Lok Sabha (House of the People) is given the power to accept or reject all or any of the recommendations of the Rajya Sabha (Council of States) and a bill is deemed to have been passed by both the Houses in the form in which it is passed finally by the (Lok Sabha). A money bill not returned by the Rajya Sabha to the Lok Sabha within 14 days from the date of the receipt of the bill is also deemed to have been passed by both the Houses at the expiration of the above period in the form in which it was passed by the Lok Sabha. There is an important limitation to the parliamentary control on money matters in that the Lok Sabha can assent or refuse to assent, but can neither propose to spend more than what is asked for by the President nor change the destination of the

grant. The constitutional provisions give the Lok Sabha broadly the same control over finances of the country as the House of Commons has in United Kingdom.

ANNUAL FINANCIAL STATEMENT

A statement of its estimated annual receipts and expenditure is prepared by Government and presented to the Legislature. This annual financial statement is the budget of the Government and covers all transactions during the current and the ensuing years. The estimates of expenditures have to show separately the sums required to meet expenditure which the Constitution has 'charged' upon the Consolidated Fund and the sums required to meet other expenditure. The estimates of expenditures are classified into those on revenue account, capital account, loans given by Government and expenditure on the repayment of loans, treasury bills and ways and means advances. The estimates of expenditure to be met from the Consolidated Fund are presented in the form of demands for grants, except that estimates relating to the 'charged' expenditure are not submitted to the vote of the Legislature. These demands generally cover the requirements of each administrative service. Distinct demands are presented for expenditure met from revenue and for capital expenditure. Within each demand, the estimates are arranged under suitable sub-heads that are broadly indicative of the nature of the expenditure. When the demands for grants are presented, the Legislature may act in any of the ways already indicated, *viz.*, assent to the demands, refuse to assent or assent subject to a reduction of the amount specified in a demand. The Government can, however, meet excesses under one sub-head from savings in another so long as the amount of the total demand is not exceeded.

As a part of the budget documents and with a view to strengthening Parliamentary control and public understanding of the finances, the following documents are presented to the Legislature:

- (1) *Documents submitted before the Presentation of the Budget*
 - (i) Economic Survey
- (2) *Documents submitted along with and as a part of the Budget*
 - (i) Annual financial statement showing the estimated receipts and expenditure.
 - (ii) Explanatory Memorandum
 - (iii) Demands for Grants
 - (iv) Finance Bill
 - (v) Memorandum explaining the provisions in the Bill
- (3) *Documents submitted after the Budget*
 - (i) Annual reports of each administrative Ministry.
 - (ii) Annual report on the working of industrial and commercial

undertakings of Central Government.

- (iii) An economic classification of the Central Government Budget.
- (iv) Performance Budgets of selected organisations.

APPROPRIATION ACT

After the grants have been made by the Legislature, a bill is introduced to provide for the appropriation out of the Consolidated Fund for all moneys required to meet:

- (a) the grants made by the Legislature;
- (b) the expenditure charged on the Consolidated Fund, but not exceeding in any case the amount shown in the statement previously laid before the Legislature.

No money can legally be withdrawn from the Consolidated Fund, until the Appropriation Act is passed.

The sums authorised in the Appropriation Act are intended to cover all the charges including the liability of the past years, to be paid during a financial year or to be adjusted in the accounts of that year. Any unspent balances are not available for utilisation in the following year.

SUPPLEMENTARY, ADDITIONAL OR EXCESS GRANTS

Supplementary estimates arise in spite of every care taken to include in the budget all probable payments, owing to one or more of the following causes:

- (i) Preparation of annual estimates some months before the actual commencement of the financial year.
- (ii) Fluctuating nature of the service.
- (iii) Changes of policy or programmes that may occur during the year.
- (iv) Under-estimating and insufficient allowance for factors leading to the growth of expenditure, and
- (v) Other unforeseen causes.

They are, however, generally regarded as objectionable in principle in as much as the effect of these estimates is to upset the financial proposals placed before the Legislature in the budget and thereby to modify the provision which the Legislature has made for the year and to diminish its primary control over public expenditure.

The need for excess grants arises when a Department fails to take a supplementary estimate before the close of the financial year, either through misapprehension or because it ascertains the fact of a deficit too late. The

only alternative in that case is to obtain a grant for such excess in the following year, and at the earliest practicable moment after the excess is established.

The supplementary demands, and the demands for excess are then dealt with in the same way as the financial statement.

VOTES ON ACCOUNT, VOTES OF CREDIT AND EXCEPTIONAL GRANTS

In addition to the above, the Constitution provides also for:

- (a) the grant of funds in advance by the Legislature for part of a financial year, pending completion of the procedure indicated in the foregoing paragraphs. Such grants are called 'Votes on Account'.
- (b) a grant for meeting an unexpected demand when on account of the magnitude of the indefinite character of the service the demand cannot be stated with the details ordinarily given in an annual Financial Statement. The grants so made are termed "Votes of Credit".
- (c) an exceptional grant to cover expenditure on services of important nature which are not directly connected with the current service of the year.

In granting a "Vote on Account" the Legislature makes no appropriation beyond the specification of the vote of service to which money is to be applied. The procedure provides for the supply of funds as a temporary expedient to enable Government to carry on the public services from the beginning of the financial year up to the date of passing of the Appropriation Bill. Such funds are subject to the eventual detailed appropriation when the normal vote itself is granted.

The grant of a 'Vote of Credit' is made in general terms. It is a final vote so far as the Legislature is concerned and no further detailed appropriation is made than is specified in the general terms of the vote.

TOKEN GRANTS

When funds to meet proposed expenditure on a "new service" can be made available by reappropriation, a demand for the grant of a token amount is submitted to the vote of Parliament and, if Parliament assents to the demand, funds may be made available by reappropriation.

VOTING OF TAXES

Like the procedure relating to voting of expenditure the voting of taxes

follows more or less British pattern, except that there is no Committee of Ways and Means as in the United Kingdom. All the taxation proposals of Government are presented in the Finance Bill which is introduced in Parliament the same day on which the budget is presented. Besides the Annual Finance Act some of the taxes are also derived from permanent Acts. As in the case of expenditure, the Legislature is competent to reduce taxes proposed by the Government or to refuse to assent to them but cannot increase them. There is one difference, however, in regard to demands for expenditure; the exercise of the theoretical power of the Legislature to reduce or refuse a demand may lead to a downfall of a Ministry and is, therefore, never allowed in practice and the estimates are passed without any reduction. A reduction in the proposals by Government for taxes is not dealt with in that strict way.

PUBLIC ACCOUNTS COMMITTEE

The Parliamentary control of finance is also exercised through its financial committees—Public Accounts Committee, Estimates Committee and the Committee on Public Undertakings.

The Public Accounts Committee consists of 22 members, of whom 15 are elected every year by the Lok Sabha in accordance with the principle of proportional representation by means of the single transferable vote and seven are associate members from the Rajya Sabha. Ministers are debarred from membership of the Committee. The Chairman of the Committee is appointed by the Speaker of the Lok Sabha from amongst the members of the Committee. Till the third Lok Sabha, the Chairman of the Committee belonged to the ruling party. In the fourth Lok Sabha, the Chairmanship has been given to the opposition parties.

The Public Accounts Committee examines the accounts showing the appropriation of the sums granted by the Legislatures to meet the expenditure of Government and such other accounts laid before the Legislatures as the Committee may think fit. In scrutinising the Appropriation Accounts and the Report of the Comptroller and Auditor-General thereon, the Committee has to satisfy itself:

- (a) that the moneys shown in the accounts as having been disbursed were legally available for and applicable to the service or purpose to which they have been applied or charged.
- (b) that the expenditure conforms to the authority which governs it; and
- (c) that every re-appropriation has been made in accordance with the provisions made in this behalf in the Appropriation Act, or under rules framed by competent authority under the provisions of the said Act.

It is also the duty of the Committee on Public Accounts:

- (a) to examine the statement of accounts showing the income and expenditure of State corporations, trading and manufacturing schemes, concerns and projects together with the balance sheets and statements of profit and loss accounts which the President may have required to be prepared or are prepared under the provisions of the statutory rules regulating the financing of a particular corporation, trading or manufacturing scheme or concern or project and the report of the Comptroller and Auditor-General thereon;
- (b) to examine the statement of accounts showing the income and expenditure of autonomous and semi-autonomous bodies, the audit of which may be conducted by the Comptroller and Auditor-General of India either under the directions of the President or by a statute of Parliament;
- (c) to consider the report of the Comptroller and Auditor-General in cases where the President may have required him to conduct an audit of any receipts or to examine the accounts of stores and stocks.

The Committee also examines excesses over grants and makes such recommendations as it may deem fit.

The Committee has the power to examine the representatives of the Departments concerned and to summon the officers more directly responsible, whenever necessary. The Committee is not an executive body. It can only call attention to any irregularity or to the failure to deal with it adequately and express its opinion thereon and record its findings and recommendations.

The Committee is primarily guided in its line of investigation by the Comptroller and Auditor-General's report, as to the subjects it selects for consideration, though it is not necessarily restricted to the ground covered by that Report. A representative of the Ministry of Finance is also required to be present at its meetings. Its power is indirect and lies in the impact that the Committee has on the general financial management in Government and potential results of its report. The recommendations made by the Committee are embodied in the reports which are laid before the Legislature. The recommendations of the Committee are generally accepted by Government. If the case is otherwise it asks the Committee for reconsideration on the basis of any representation it may wish to make.

COMMITTEE ON ESTIMATES

The Estimates Committee consists of not more than thirty members who are elected by the House of the People every year from among its members according to the principle of proportional representation by means of the

single transferable vote. Ministers are debarred from membership of the Committee.

Its functions are:

- (a) to report what economies, improvements in organisation, efficiency or administrative reforms, consistent with the policy underlying the estimates, may be effected;
- (b) to suggest alternative policies in order to bring about efficiency and economy in administration;
- (c) to examine whether the money is well laid out within the limits of the policy implied in the estimates; and
- (d) to suggest the form in which the estimates shall be presented to Parliament.

The Committee examines such of the estimates as may seem fit to it. It may hear officials or take other evidence connected with the estimates under examination. It may continue its examination of the estimates from time to time throughout the financial year and report to Parliament as its examination proceeds. The Committee's examination is not confined to the 'estimates' only; its purview includes a review of the current activities of the Departments chosen for purposes of examination.

As a matter of convention, there is no formal debate on the reports of the Public Accounts Committee or the Estimates Committee. The reports are given due consideration by Government and it can represent to the Committee for reconsideration if it disagrees with any of the recommendations. It is open for any member of the Lok Sabha to refer to the reports during the general discussion on budget or can put up questions. Recommendations bearing important implications can be raised in the House by special motions.

COMMITTEE ON PUBLIC UNDERTAKINGS

This Committee is relatively of recent origin and was constituted in 1964. It consists of not more than 10 members elected from Lok Sabha and 5 members elected from Rajya Sabha are associated with it. The functions of the Committee are:

- (a) to examine the reports and accounts of such public undertakings as have been specifically allotted to the Committee for this purpose;
- (b) to examine the reports, if any, of the Comptroller and Auditor-General on public undertakings;
- (c) to examine, in the context of the autonomy and efficiency of public undertakings, whether the affairs of public undertakings are being managed in accordance with sound business principles and prudent

- Commercial practices; and
- (d) to exercise such other functions vested in the Public Accounts Committee and the Estimates Committee in relation to the public undertakings specified for the committee as are not covered by the above and as may be allotted to the Committee, by the Speaker from time to time.

The Committee is, however, precluded from examining or investigating the following matters:

- (i) matters of major government policy as distinct from business or commercial functions of the public undertakings;
- (ii) matters of day-to-day administration; and
- (iii) matters for the consideration of which machinery is established by a special statute under which a particular undertaking is established.

As a matter of convention, the reports of the Committee are not discussed in the House.

(b) Control by the Executive

While every Ministry has its responsibility for financial control, the Ministry of Finance has a prominent role in this respect. The Ministry of Finance exercises a general control over the whole business of financial administration of the Union Government. It makes proposals for raising funds by taxation and borrowing, for carrying out the administration of the Government. It controls the entire expenditure of the Government of India. The process of control of the Ministry of Finance is initiated when the budget proposals regarding the programs of the other Ministries are submitted to it for scrutiny. It calls for the justification of expenditure, if so required, from the Ministries.

With a view to discharging the complex tasks of each administrative agency, the administrative Ministries now have Internal Financial Advisers. After the budget is approved, it will be his responsibility to ensure the financial management aspects of the Ministry. References are to be made to the Finance Ministry only in cases where new proposals are to be processed or alternatively when the transactions in question exceed the powers delegated to the administrative Ministries. The Finance Ministry's control is mainly exercised through a proper scrutiny of the schemes before inclusion in the budget and through an adequate system of reporting and test checks. Although it is imperative for the administrative Ministries to consult their Internal Financial Advisers in the exercise of delegated powers, the Secretaries of the administrative Departments are empowered

to over-rule their advice by an order in writing. The Internal Financial Advisers' responsibilities now include the maintenance of relevant accounts and the formulation of performance budgets of their respective administrative departments. (Following the recommendations of the Administrative Reforms Commission, the Central Government have decided to introduce performance budgeting in all the developmental Departments).

The Ministry of Finance also lays down rules and regulations under which money has to be drawn and spent. It frames the economic policies of the Government of India and prepares the budget of the Government, Finance Bills and Appropriation Bills. It similarly deals with supplementary grants, votes on Account, Re-appropriation and surrender of surplus grants. It deals with the raising of public loans and control of the public debt.

(c) *Audit Control—Comptroller and Auditor-General*

The Comptroller and Auditor-General is one of those few officials who derive their authority from the Constitution of India. The provision in the Constitution regarding his functions is as follows: "The Comptroller and Auditor-General shall perform such duties and exercise such powers in relation to the accounts of the Union and the States as were conferred on or exercisable by the Auditor-General of India immediately before the commencement of the Constitution in relation to the accounts of the Dominion of India and of the Provinces respectively." Parliament has not yet enacted any comprehensive legislation as contemplated in the Constitution. Pending the introduction of such legislation, the Comptroller and Auditor-General continues to discharge all functions earlier performed by the Auditor-General.

The statutory duties and powers of the Comptroller and Auditor-General cover both the audit and accounting of all the financial transactions of the Union and the States. The accounts of the Government are maintained by the Comptroller and Auditor-General. Under the scheme for separation of accounts from audit, financial transactions pertaining to certain Ministries and offices of the Union Government are now accounted for by the respective Pay and Accounts Officers attached to them. The Comptroller and Auditor-General, however, prepares in each year comprehensive accounts of receipts and expenditure of the Government, classifying the transactions under respective heads. These accounts are designated the finance accounts. He has further to prepare annually a General Financial Statement incorporating a summary of the accounts of the Union and of all the States for the preceding financial year and particulars of their balances and outstanding liabilities.

As an Auditor, the functions and authority of the Comptroller and Auditor-General are wide. He is responsible for audit of expenditure from the revenues of the Government and to ascertain whether monies shown

in the account as having been disbursed were legally available for and applicable to the service or purpose to which they have been applied or charged and whether the expenditure conforms to the authority which governs it. In the field of audit of receipts, his authority is limited to the extent that it can be either with the approval or on the assignment of the Government. Even in this regard there has been during recent years, a considerable increase in the purview of audit conducted and now the audit of receipts includes customs, income-tax, central excise, estate duty, wealth tax and gift tax levied by the Union Government and sales tax, motor vehicles tax, State excise duties levied by some of the State Governments.

IV. BUDGETARY PROCESS

Preparation of the Budget

The responsibility of preparing budget estimates and according sanction to these estimates is that of the executive and legislature respectively.

Four different agencies are involved in the preparation of the budget estimates of the Union Government. The Finance Ministry as the branch of the executive dealing with the financial business of the Government, has overall responsibility for framing of the budget, but the detailed knowledge of administrative requirements is only with the administrative Ministries and their subordinate offices. The Finance Ministry has also to be in close touch with the Planning Commission so as to incorporate plan outlays in the budget. Since the preparation of estimates requires accounting skills as well, the Audit & Accounts Department is also involved.

The budget grants are available for expenditure from April 1 to March 31 which is the financial year in India. The preparation of the estimates begins generally in August of the preceding year when the Finance Ministry supplies 'skeleton forms' to the administrative Ministries and the Heads of the Departments for formulating the requirements.

The Departmental officials who are to prepare the estimates for a financial year do so on the basis of the revised estimates for the current year, and the requirements for the coming financial year. (The revised budget is the one which is prepared by the Department by about the middle of the financial year on the basis of the changes which are found necessary while the current budget is operated).

The Departmental officials complete their work connected with the preparation of the budget estimates for the coming financial year by October of the current year and send the estimate to their administrative Ministry. The administrative Ministry scrutinizes the demands of its subordinate offices, specially the variable and the new charges proposed and forwards them after consolidation to the Finance Ministry by about the middle of

November. The demands of a Ministry are thereupon scrutinized by the Ministry of Finance. After appropriate scrutiny the Finance Ministry conveys its acceptance regarding the estimates approved for inclusion in the budget. Normally, the decisions of the Finance Ministry in this respect are binding on the administrative Ministry but in case of disagreement the matter can be referred to the Cabinet. The concerned Accountant-General under the Comptroller and Auditor-General is furnished with one copy of the Departmental estimates. He does not scrutinize the needs of the Departments but checks the estimates from an accountant's angle to see that all sanctioned charges are present in the estimates and the unsanctioned charges have not been included therein. Accounting classification of various items is also checked. Again as an accountant, the Accountant-General is in the best position to frame the estimates of the Government relating to interest on debts, superannuation allowances and pensions, and other similar charges for which he alone has the complete information. He furnishes these to the Finance Ministry by about December and they are ordinarily accepted as given by him.

When the comments of the Accountant-General have arrived, the Finance Ministry has both the view point of the administrative Department, and the technical accounting viewpoint alongwith it, and proceeds to frame the rough budget forecasts of expenditure by the latter part of December. The Accountant-General then works on the rough estimates finalised by the Finance Ministry, so that the totals are recast to suit the needs of two statements, *viz.*, the Annual Financial Statement and the Demands for Grants, which are to be presented before the Parliament. This work is completed sometime in January and the two documents are then sent to the Finance Ministry. By the middle of February each Accountant-General has taken the last step which makes the estimates of expenditure final. He communicates his findings to the Finance Ministry. The Finance Ministry considers them and finalizes the Demands for Grants and the Annual Financial Statement.

The work of the estimation of revenue for the year is also done by the Finance Ministry. They have statistics of the collections of previous years from which they are able to forecast what the revenue for the coming year will be and how an increase or a decrease in the rate of assessment would affect the total intake.

Depending on whether the expenditure will increase or decrease compared with the previous year, the Finance Ministry might vary the rates of taxes or impose new ones. Proposals for variation and levy of new ones are placed as bills before the Parliament, and are kept secret till the day of presentation so as not to affect adversely the public revenues. The Annual Financial Statement, the Demands for Grants and the Finance Bills are placed before the Lok Sabha by the Finance Minister on the last day of February.

Under the Constitution, the Annual Financial Statement is required to be laid before both the Houses of Parliament. Thereafter the budget goes through the Houses as described earlier.

V. EXPENDITURE PROCESS

The Appropriation Act gives legal authority for incurring expenditure. The hierarchy of officials who have varying responsibilities connected with the expenditure process is described below.

Each demand for grant mentions a Ministry responsible for supervising the expenditure under the grant. The Ministry in its turn allocates its responsibilities among supervising officials, called controlling officers, who are in charge of particular portions of the grant allocated to them. Controlling officers are usually the Heads of Departments, who delegate their responsibility to subordinate officials called disbursing officers, who remit and withdraw money from the Treasuries. Disbursing officers are usually heads of offices. They do not have unlimited powers of withdrawing money from the Treasury, for the treasury officer has his own registers and exercises certain mechanical but essential checks.

The disbursing officers operate on the Government account in the Treasury, but the basic rule is that no official can draw funds from which he himself would benefit unless a higher official has accepted responsibility for the payment, or unless the Accountant-General, a third party, has authorised it.

The head of an office pays money to outsiders for services or supplies. He also disburses the salary of his own establishment, but in both cases he is personally responsible for wrong payments. He, along with other gazetted officers, prepares his own salary bill to be drawn from the Treasury, but the Treasury Officer will only allow such amounts as are authorised by the Accountant-General.

In a nutshell, the responsibility for proper payment is shared by three people, the controlling officer, the disbursing officer and the Treasury officer. The privilege of drawing bills is restricted to certain responsible officers, called disbursing officers, who are primarily responsible for the correctness of the payments made. Their bills are usually countersigned by higher officials, called controlling officers, who are only personally liable for loss arising out of culpable negligence. The Treasury officer, though exercising only mechanical checks, does more than a bank accountant when he authorises cheque payments. He looks into the arithmetical correctness of totals, verifies disbursing officer's signature, and sees, if necessary, that an authority from the Accountant-General exists.

This elaborate system is the result of a large volume of Central expenditure over a vast country and the absence of banking in rural areas. Its basic features were settled by an expert Commission in 1864. The possibility

of modernising the system is being currently reviewed by the Administrative Reforms Commission.

As soon as the Appropriation Act is passed, the Finance Ministry writes to each administrative Ministry stating the amounts under the particular grants controlled by them and available for expenditure. The allotments are not physical cash balances placed with the Treasury against which the Departments may incur expenditure but are in the form of an account. The administrative Ministry in turn makes sub-allotments to each of their controlling officers who, in turn, place specific sums at the disposal of disbursing Officers under them. The spending officers are expected not to exceed at any time the allotments placed at their disposal. If, for any reason, they find that the funds allotted have fallen short, the appropriate course is to ask for additional funds before incurring expenditure.

Moneys can, however, be paid for the purposes approved for in the budget only on the basis of a competent sanction. The power for giving a competent sanction vests in the Government and these powers are delegated to the various authorities for expeditious discharge of public business.

Control of Expenditure

A controlling officer is responsible for keeping a constant watch over the progress of expenditure under the grants he controls. By the tenth of every month an account showing the amount of money spent by his disbursing officers is sent to him. The total allotment and the balance still available are also shown in this account. The Accountant-General also maintains a separate account of the progress of expenditure. The controlling officer reconciles his account with those of the Accountant-General who also maintains accounts from time to time. The responsibility for seeking grants that are not exceeded is that of the controlling officer and not of the Accountant-General.

As the reports of expenditure arrive from each controlling officer in the Ministry, it becomes possible to review the situation and ascertain with some definitiveness whether the amounts will be fully utilised. To the extent that savings are available in one sector and funds are needed in another, funds can be transferred to the needy sectors, so long as the total demand is not exceeded. The process of transfer is called reappropriation. Large powers in this respect have been delegated to administrative Ministries and they now have full powers to reappropriate save that of reappropriation from a plan scheme to a non-plan scheme. Reappropriation in such cases can be undertaken with the concurrence of the Finance Ministry.

If at the end of the financial year there is a saving under a particular grant, it has to be surrendered to Government. It cannot be held in reserve, until the next financial year, to meet expenditure. This does not,

however, mean that funds would not become available in the following year for continuing those works or schemes. Reasonable safeguards are provided to ensure continuity of such projects or schemes. Similarly, an excess expenditure also has to be taken care of in time, so that the Finance Ministry is able to obtain funds by a supplementary grant or a reappropriation. Twice each year, in December and February, a statement of excesses and savings is communicated by each Ministry to the Finance Ministry. The Finance Ministry reviews its ways and means position on the basis of this statement.

VI. ACCOUNTS AND AUDIT PROCESS

The Comptroller and Auditor-General of India compiles and audits the accounts of the Government of India. He has responsibilities towards the State Government but that aspect is not dealt with here. The Comptroller and Auditor-General has a headquarters organization in Delhi and there are offices of Accountants-General in each State. There are also specialized organizations under him, like the Office of the Accountant-General, Posts and Telegraphs. The accounting function of the Comptroller and Auditor-General does not include the maintenance of accounts of the railways and defence services. He is, however, responsible for their audit. The Comptroller and Auditor-General also retains full and effective power over the form in which accounts are to be kept, including those to be kept by agencies other than the Comptroller and Auditor-General.

The Accountant-General, Central Revenues, an officer of the Indian Audit and Accounts Department, is concerned mostly with the central transactions which originate in the territory under the jurisdiction of the Union Government itself, such as those concerning the secretariat establishments of the Government of India. He also deals with a number of Central Departments which incur the whole or some part of their expenditure in the States.

The State Accountants-General are concerned with the transactions of the State and Central Governments in their respective account circles. A State Accountant-General who receives a voucher for a payment made on behalf of the Central Government finally accounts for it, with certain exceptions, in his own books. Broadly, if a Central Department operates in a State through a fixed establishment of its own under a responsible head, its transactions are brought finally to account by the State Accountant-General. There are certain exceptions to this procedure.

A State Accountant-General, like the Treasuries of the States, deals with transactions both of the Central and the State Governments and brings them to account finally. In exceptional cases, the rule is not followed and the transactions have to be passed on to other accounting offices like the Accountant-General, Central Revenues, for adjustment. The accountants

to the Government of India, therefore, include the Accountant-General, Central Revenues, and also the State Accountants-General.

The railway finances are separate from the general finances and have their own accounting organization. For the Defence Department, accounting is done by the Controller-General of Defence Accounts under the Defence Expenditure Division of the Finance Ministry.

Treasury

Each drawing officer presents bills at the Treasuries for payment. Paid bills are called vouchers. Twice a month the 300 and odd Treasuries scattered all over India send their vouchers to the different Accountants-General dealing with them, who compile the accounts from the vouchers. The Treasury balances of each month are vouched for by the Collector of the district, who is in overall charge of the Treasury. Since the Treasury has to send a monthly account of all its receipts and disbursements as well as the opening and the closing balances, the verification of the Collector is a sort of guarantee of the completeness and correctness of the Treasury accounts.

In the Accountant-General's office the vouchers are compiled under the major heads of accounts prescribed by the Comptroller and Auditor-General. To these are added inter-Departmental transactions for which cash payments are not made but which are settled through appropriate book adjustments. The accounts of each month are generally completed by the 25th of the following month.

The Comptroller and Auditor-General is responsible to Parliament for compiling two types of accounts from the records of the Accountants-General. His finance accounts bring together all the receipts and expenditure, while the appropriation accounts show actual expenditure against the grants voted by Parliament.

The accounts prepared by the Comptroller and Auditor-General are submitted to the President, who lays them before the House. The accounting for a financial year is completed by July or August of the succeeding year while the appropriation account is ready immediately thereafter.

The Accountant-General is not responsible for the initial accounts kept by the Departments. He accepts certificates from the Departmental officials that proper rules and regulations concerning the initial accounts are being observed. The Accountants-General, from time to time, send out test-audit parties to carry out a check of these accounts on-the-spot. Certificates of disbursing officers are checked against actual records.

All the irregularities which are discovered in course of audit are recorded by the Comptroller and Auditor-General in his audit report. The facts of the cases are first confirmed from the administrative Ministries concerned

described in a manner understandable by a layman and included in the so that factual matters are not questioned later. The irregularity is audit report. The audit report is presented with the appropriate account but sometimes an advance audit report is published by October or November after closing the yearly account. The audit report is placed before the legislature, and is examined by the Public Accounts Committee.

THE ADMINISTRATIVE REFORMS COMMISSION AND ITS RECOMMENDATIONS

THE SLOW progress of the Five Year Plans, the inadequate scale of achievement of the objectives which were formulated as basic to the economy of the country and the gaps between promise and performance set the Government of India thinking about the possible causes which were responsible for all this. Perhaps the administrative apparatus may not have been adequate enough, sufficiently alert and vital, or even fully mentally conditioned to the requirements of executing a massive programme for effecting a sea-change in our economy. "Change", said Jawaharlal Nehru, "there has to be, particularly in a country like India which was more or less changeless for a long time, changeless not only because the dynamic aspect of the country was limited, restricted and confined by foreign domination, but also because we had fallen into ruts of our own making, in our minds, in our social framework and the rest".

The Government of India therefore, in January 1966, appointed the Administrative Reforms Commission under the chairmanship of Shri Morarji Desai to examine the public administration of this country and to make recommendations for reforms and reorganisation with a view to ensuring the highest standards of efficiency and integrity in the Public Services, and for making public administration a fit instrument for carrying out the social and economic policies of the Government. The following were the major areas allotted for the consideration of the Commission:

- (1) the machinery of the Government of India and its procedures of work;
- (2) the machinery for Planning at all levels;
- (3) Centre-State relationships;
- (4) financial administration;
- (5) personnel administration;
- (6) economic administration;
- (7) administration at the State level;
- (8) district administration;
- (9) agricultural administration; and
- (10) problems of redress of citizens' grievances.

The Commission submitted two interim reports during the years 1966 and 1967, one relating to the "Problems of Redress of Citizens' Grievances" and the other on the "Machinery for Planning". In the first Report the Commission recommended the creation of independent authorities on the pattern of the Ombudsman, for investigating into complaints against the administrative acts of Ministers and officers of Government. The Lokpal would be empowered to deal with complaints against Ministers and Secretaries to Government at the Centre as well as in the States; while the Lokayukta in each State and at the Centre would have the authority to enquire into complaints against other officials. Legislation in pursuance of these recommendations has already been undertaken at the Centre and in some of the States. The second interim report of the Commission sought to relieve the Planning Commission of its executive functions and to constitute it into an expert advisory body for formulating a long term perspective plan as well as the periodical five year and annual plans and for evaluating plan performance.

In 1967 when Shri Morarji Desai became the Deputy Prime Minister of India, Shri K. Hanumanthaiya was appointed Chairman of the Administrative Reforms Commission. Since then the Commission has submitted 18 Reports, including those on "The Machinery of the Government of India and its Procedures of Work", "Centre-State Relationships", "Personnel Administration", "Finance, Accounts and Audit", "Economic Administration", "Public Sector Undertakings", and "State Administration". The Commission was assisted very considerably in its tasks by competent and devoted study teams and working groups consisting of experts who went into the details of several facets of Indian Administration. Among the important conclusions and recommendations of the Commission relating to the organisation of the Government of India the following deserve a special mention:

The Machinery of the Government of India and its Procedures of Work:

- (1) The size of the Council of Ministers should be determined

primarily by administrative needs, and there should be a rational combination of subjects into ministerial portfolios.

- (2) The role of the Cabinet Secretary should be that of a general coordinator and principal staff adviser to the Prime Minister, the Cabinet and the Cabinet Committees.
- (3) A Department of Personnel should be set up under the Prime Minister and its main functions should be the formulation of personnel policies and review of their implementation, talent hunting, development of personnel for senior management and processing of appointments to senior posts, manpower planning, training and career development and research in personnel administration.
- (4) There should be only two levels of consideration below the Minister, namely, (i) Under Secretary/Deputy Secretary, and (ii) Joint Secretary/Additional Secretary/Secretary. Work should be assigned to each of these two levels on the lines of the "desk-officer" system in which the officer concerned will himself dispose of a substantial amount of work with the necessary staff assistance.

Centre-State Relationships:

- (5) An Inter-State Council should be constituted under Article 263 of the Constitution of India and it may consist of the Prime Minister as Chairman, the Finance Minister, the Home Minister, the Leader of the Opposition in the Lok Sabha and five representatives, one each from the five Zonal Councils.

Personnel Administration:

- (6) Government Servants should have no right to strike and their grievances should be settled through Joint Consultative Machinery and Civil Service Tribunals.
- (7) There should be a unified grading structure for the entire Civil Service, so as to facilitate the movement of officers from one area to another for which they are qualified and in which they may be required.
- (8) The present system of confidential reports should be replaced by performance reports, in which every Government servant will have an opportunity of giving a resumé of his performance during the year and getting his merits properly assessed for the purpose of promotion.
- (9) Greater opportunities should be provided to Government servants of lower ranks to rise rapidly as high as their competence and performance warrant.

- (10) With a view to streamlining the administration there should be an improvement of recruitment policies and procedures, pruning of excessive personnel, abolition of unnecessary and ineffective organisations, fixation of work norms, simplification and codification of rules, rationalisation of holidays and strict limitation of overtime work and transfers.

Finance, Accounts and Audit:

- (11) The departments and organisations which are in direct charge of development programmes should introduce Performance Budgeting, which would inter-relate financial outlays with physical targets and achievements and present estimates and expenditure in terms of functions, programmes, activities and projects.
- (12) Audit should aim at a positive and constructive approach directed towards seeking improvements in organisational efficiency and effectiveness of financial rules and procedures.
- (13) The present system of internal financial advice should be strengthened, so as to develop financial competence within each Ministry or Department.
- (14) The 1 st of November should begin the Financial Year, so as to facilitate a more realistic assessment of revenue and an even spread of expenditure.

Economic Administration:

- (15) A high- powered Commission on 'Prices, Cost and Tariff' should be set up to assist the Government in evolving rational price policies and in creating a climate of cost-consciousness and also to take over the functions of the Tariff Commission.

Public Sector Undertakings:

- (16) The practice of deputing Government Officers for temporary service in public undertakings should cease.
- (17) 'Sector Corporations' one for each major area of enterprise should be set up with the main function of promotion and development in that area, including the setting up of new projects. The units in the Corporation should have operational autonomy and the Sector Corporation should provide for and coordinate common service activities like research and consultancy, training and sales promotion.
- (18) The Bureau of Public Enterprises should be reorganised so as to make it a more effective service agency for the Ministries and the

public undertakings.

- (19) Four or five Audit Boards should be constituted, each for a specified sector of public enterprise, for conducting efficiency audit and appraisal of performance.

The reports of the Administrative Reforms Commission are receiving the serious attention of Government and decisions have already been taken on some of the recommendations. There is no doubt that when all the recommendations are fully considered and final decisions are taken, there will be a considerable change in the administrative machinery of this country in furtherance of the declared objective of making the administration a fit instrument for carrying out the social and economic policies of Government.

EPILOGUE

IN THE foregoing pages a description of the evolution and present structure of the organisation of the Government of India has been attempted. The Fourth General Elections to the Lok Sabha took place in 1967 and in the ordinary course of events, the Fifth General Elections would have been held in 1972, after which a new Government at the Centre would have been formed. However, political conditions in the various constituent States of the Indian Union, with some exceptions, were not stable and a spectacle of periodic changes of Government and the imposition of President's Rule in some States was witnessed. Owing to the split in the Congress Party which occurred in 1969, a section of the party in power at the Centre seceded and became a part of the Opposition with the result that the strength of the Party which continued to run the Government became attenuated. If the serious political and economic problems which plagued the country were to be solved in an effective and dynamic manner and the threat to the security of India's frontiers from external aggression was to be successfully met, a stable Government at the Centre whose writ would run throughout the length and breadth of this vast sub-continent, was a *sine qua non*. With a view to giving the country such a stable Government the Prime Minister advised and the President ordered the dissolution of the Fourth Lok Sabha and fresh elections. The Fifth General Elections to the Lok Sabha were held in March, 1971 and the Congress Party (R) was returned to power with an overwhelming

majority of more than two-thirds of the total seats. Shrimati Indira Gandhi was elected as the leader of the Congress Party (R) and a new Government with her as the Prime Minister was sworn in. The Prime Minister also took this opportunity of reorganising the Ministries and Departments of the Government of India to meet the changed situation. The constitution of the Ministries and Departments as described earlier in the concluding portion of Chapter 3 has been modified as follows with effect from 3rd May, 1971:

1. Ministry of Defence (Raksha Mantralaya) with a Department of Defence Production and Defence Supplies (Raksha Utpadan Vibhag and Raksha Poorti Vibhag) within the Ministry.
2. Ministry of Education and Social Welfare.
(Shiksha Aur Samaj Kalyan Mantralaya).
 - (i) Department of Education (Shiksha Vibhag)
 - (ii) Department of Social Welfare
(Samaj Kalyan Vibhag)
3. Ministry of External Affairs (Videsh Mantralaya)
4. Ministry of Finance (Vitta Mantralaya).
 - (i) Department of Banking (Banking Vibhag)
 - (ii) Department of Economic Affairs
(Arthik Karya Vibhag)
 - (iii) Department of Expenditure (Vyaya Vibhag)
 - (iv) Department of Revenue and Insurance
(Rajaswa Aur Bima Vibhag)
5. Ministry of Agriculture (Krishi Mantralaya)
 - (i) Department of Agriculture (Krishi Vibhag)
 - (ii) Department of Food (Khadya Vibhag)
 - (iii) Department of Community Development
(Samudayik Vikas Vibhag)
 - (iv) Department of Cooperation (Sahkarita Vibhag).
6. Ministry of Foreign Trade (Videsh Vyapar Mantralaya)
7. Ministry of Health and Family Planning
(Swasthya Aur Parivar Niyojan Mantralaya)
 - (i) Department of Health (Swasthya Vibhag)
 - (ii) Department of Family Planning
(Parivar Niyojan Vibhag).
8. Ministry of Home Affairs (Grih Mantralaya)
With a Department of Administrative Reforms
(Prashasanik Sudhar Vibhag) within the Ministry.
9. Ministry of Industrial Development
(Audyogik Vikas Mantralaya)
 - (i) Department of Industrial Development (Audyogik Vikas Vibhag)
 - (ii) Department of Internal Trade
(Aantrik Vyapar Vibhag).

10. Ministry of Information & Broadcasting.
(Soochana Aur Prasaran Mantralaya).
11. Ministry of Irrigation & Power.
(Sinchai Aur Vidyut Mantralaya)
12. Ministry of Labour & Rehabilitation.
(Shram Aur Punarvas Mantralaya).
 - (i) Department of Labour & Employment.
(Shram Aur Rozgar Vibhag)
 - (ii) Department of Rehabilitation.
(Punarvas Vibhag).
13. Ministry of Law and Justice.
(Vidhi Aur Nyaya Mantralaya).
 - (i) Department of Legal Affairs (Vidhi Karya Vibhag).
 - (ii) Legislative Department (Vidhaya Vibhag).
 - (iii) Department of Justice (Nyaya Vibhag).
14. Ministry of Petroleum & Chemicals.
(Petroleum Aur Rasayan Mantralaya)
 - (i) Department of Petroleum (Petroleum Vibhag).
 - (ii) Department of Chemicals (Rasayan Vibhag).
15. Ministry of Planning (Yojana Mantralaya).
16. Ministry of Railways (Railway Board)
(Rail Mantralaya).
17. Ministry of Shipping & Transport.
(Nauwahan Aur Parivahan Mantralaya).
18. Ministry of Steel & Mines (Ispat Aur Khan Mantralaya).
 - (i) Department of Steel (Ispat Vibhag).
 - (ii) Department of Mines (Khan Vibhag).
19. Ministry of Tourism & Civil Aviation.
(Paryatan Aur Nagar Vimanan Mantralaya)
20. Ministry of Works & Housing (Nirman Aur Awas Mantralaya).
21. Department of Atomic Energy
(Parmanu Oorja Vibhag).
22. Ministry of Communications
(Sanchar Mantralaya).
23. Department of Company Affairs
(Company Karya Vibhag)
24. Department of Culture (Sanskriti Vibhag)
25. Department of Parliamentary Affairs
(Sansadiya Karya Vibhag)
26. Department of Science & Technology
(Vigyan Aur Pradyogiki Vibhag)
27. Department of Supply (Poorti Vibhag)
28. Cabinet Secretariat (Mantrimandal Sachivalaya)
 - (i) Department of Cabinet Affairs

(Mantrimandal Karya Vibhag)

(ii) Department of Electronics (Electronics Vibhag)

(iii) Department of Personnel (Karmik Vibhag)

(iv) Department of Statistics (Sankhiki Vibhag)

29. President's Secretariat (Rashtrapati Sachivalaya)

30. Prime Minister's Secretariat

(Pradhan Mantri Sachivalaya)

When India awoke to freedom in 1947 she was faced with several problems such as ensuring political stability without which freedom could have no meaning, rehabilitating the massive millions of displaced persons who in consequence of the partition of the country had become disinherited, the transformation of the economy with a view to providing for a large number of our countrymen, the basic minimum of life—food, clothing and shelter—and above all, ensuring the continuance of the hard-won independence of the country. Without a vital administrative apparatus the task would have been well-nigh impossible. The social, political and economic results of freedom would hinge upon the existence of an administrative organisation which is at once alert, responsive and devoted to the people. The Government of India today employs more than 27 lakhs of persons, each one of whom has a part to play in shaping the destiny of the nation and in ensuring in the language of the Constitution of India that the State strives to “promote the welfare of the people by securing and protecting as effectively as it may a social order in which justice, social, economic and political, shall inform all the institutions of the national life.” Public administration is a dynamic activity because it deals with Government which has to keep abreast of economic, social and political changes. A study of the organisational structure of such a government would, therefore, we hope not only be interesting but also rewarding to statesmen, political scientists, students and practitioners of public administration as well as the common citizen to whom we dedicate this publication.

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